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# Program Statement

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OPI: CPD  
NUMBER: 5800.13  
DATE: 6/28/2002  
SUBJECT: Inmate Systems  
Management Manual

1. **PURPOSE AND SCOPE.** To provide direction to ensure consistency in carrying out Inmate Systems Management responsibilities.

Inmate Systems Management (ISM) is responsible for many diverse activities and duties that are essential to the orderly intake and release of inmates, computing and tracking inmate sentence information, and providing secure mail services to inmates and staff. This edition of the Inmate Systems Management Manual incorporates various changes that have occurred within Inmate Systems since publication of the last Change Notice to the Inmate Systems Management Manual.

2. **SUMMARY OF CHANGES.** This Manual has been rewritten to comply with the "Plain Language" initiative. Other changes have been made in accordance with Executive Staff decisions and field recommendations.

If local procedures are changed, the local union will be notified in accordance with the Master Agreement. Training will be conducted for affected departments as necessary.

The following is a summary of the major changes to the Manual.

a. **Added:**

- Clarification on committed names.
- Instructions for updating SENTRY with "legal" names.
- Instructions for filing of foreign detainees.
- Attachment A - Inmate Judgment & Commitment File Organization.
- Program Statements - ISM Trainee Program; Detainers and the Interstate Agreement on Detainers (IADA); Escape from Confinement and Extended Limits of Confinement; and, FBI Forms, Submission to the FBI;

b. **Eliminated:**

- D.C. Code Offender billing instructions.
- Transfer audits after inmate's second designated institution.
- File Accountability Check List.
- Ensuing Release List. (Local procedures are to be established by the ISM with release audits performed 12 months prior to the release month).

c. **Updated:**

- 3 x 5 Active and Inactive cards.
- Time frame requirements for consolidation of files after an inmate's release.
- Instructions/requirements for sending Detainer Action Letters.
- Inmate Remand files have been established for presentence, holdover, A-Mat and A-INS prisoners.
- ISM Forms list.
- Audit process is included in the five-day and 30-day time frame requirements for sentence computations.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Inmate Systems Management departments will be operated uniformly Bureau-wide.

b. Inmate Systems Managers and Assistant Inmate Systems Managers will receive training in all areas of Inmate Systems activities.

c. Inmate Systems Managers and Assistant Inmate Systems Managers will be prepared to assume their responsibilities upon completing the training program.

d. Trainee progress will be assessed quarterly and expectations for the next quarter's training will be established.

e. The FBI will be provided accurate and timely information on Federal prisoners.

f. Information on Witness Security cases will be provided in accordance with special procedures.

g. Inmates in the Bureau of Prisons' custody will be able to dispose of "untried" charges through the IADA process.

h. State jurisdictions will be able to acquire temporary

custody of inmates housed in Bureau of Prisons facilities through the IADA process or writ **ad prosequendum**.

i. Each instance of escape from a furlough, a Community Corrections Center, or other authorized community-based program will be reported promptly to appropriate officials.

j. The appropriate information regarding an inmate's escape will be placed, expeditiously, into SENTRY.

#### 4. **DIRECTIVES AFFECTED**

##### a. **Directives Rescinded**

PS 3510.09	Inmate Systems Management Trainee Program (10/13/98)
PS 5040.05	FBI Forms, Submission to the FBI (8/28/98)
PS 5130.06	Detainers and the Interstate Agreement Act on Detainers (3/1/99)
PS 5550.06	Escape From Extended Limits of Confinement (10/22/99)
PS 5800.07	Inmate Systems Management Manual (12/24/91)

##### b. **Directives Referenced**

PS 1010.03	Staff Meetings (3/11/99)
PS 1232.05	Personal Computers (11/10/97)
PS 1434.06	Jurisdiction on Escapes, Memorandum of Understanding - USMS/FBI/BOP (7/25/94)
PS 2000.02	Accounting Management Manual (10/15/86)
PS 3000.02	Human Resource Management Manual (11/1/93)
PS 3906.16	Employee Development Manual (3/21/97)
PS 4100.03	BOP Acquisitions (8/21/98)
PS 4500.04	Trust Fund/Warehouse/Laundry Manual (11/24/97)
PS 5100.07	Security Designation and Custody Classification Manual (9/3/99)
PS 5111.03	Mariel Cuban Detainees (10/25/99)
PS 5140.34	Transfer of Offenders To or From Foreign Countries (11/10/97)
PS 5140.35	Transfer of Prisoner to State Custody Prior to Release From the Federal Sentence (9/2/97)
PS 5140.36	Release of Inmate Prior to a Weekend or Legal Holiday (10/22/99)
PS 5180.04	Central Inmate Monitoring Manual (8/16/96)
PS 5216.05	Juvenile Delinquents (9/1/99)
PS 5265.11	Correspondence (7/9/99)
PS 5266.09	Publications, Incoming (8/20/97)
PS 5330.10	Drug Abuse Programs Manual, Inmate (5/25/95)

PS 5380.07	Financial Responsibility Program, Inmate (1/3/00)
PS 5500.09	Correctional Services Manual (10/27/97)
PS 5538.04	Escorted Trips (12/23/96)
PS 5553.06	Escapes/Deaths, Notification (8/23/99)
PS 5580.06	Personal Property, Inmate (7/19/99)
PS 5800.10	Mail Management Manual (8/19/98)
PS 5800.12	Receiving and Discharge Manual (8/17/98)
PS 5875.10	Transfer of Inmates to State Agents for Production on State Writs (3/17/97)
PS 5880.28	Sentence Computation Manual (CCCA of 1984) (7/19/99)
PS 5880.30	Sentence Computation Manual/Old Law/Pre-CCCA 1984 (6/30/97)
PS 5882.03	Fines and Costs (2/4/98)
PS 7300.09	Community Corrections Manual (5/19/99)
TRM 5801.02	SENTRY Sentence Monitoring Technical Reference Manual (Code Tables) (9/2/98)
TRM 5802.01	SENTRY General Use Technical Reference Manual (6/1/94)

## 5. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4092, 3-4093, 3-4094, 3-4100, 3-4101, and 3-4272

b. American Correctional Association 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-1F-08, 2-CO-1E-04, 2-CO-1F-05, 2-CO-1E-05, 2-CO-4A-01, 2-CO-4B-02

c. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1E-01, 3-ALDF-1E-03, 3-ALDF-1E-04, 3-ALDF-1F-05, 3-ALDF-4A-01, 3-ALDF-4G-07

d. American Correctional Association 3rd Edition Standards for Adult Boot Camp Programs: 1-ABC-1E-01, 1-ABC-1E-04, 1-ABC-1E-05, 1-ABC-1E-09, 1-ABC-1F-04, 1-ABC-4A-01, 1-ABC-4A-02, 1-ABC-4G-14, 1-ABC-4G-15

6. **MCC/MDC/FDC/APPLICATION.** This Program Statement's provisions apply to pretrial and holdover inmates as indicated in subsequent sections.

7. **PRIVATELY-OPERATED SECURE FACILITY AND INTERGOVERNMENTAL AGREEMENT (IGA) APPLICATION.** Portions of this Program Statement may apply to privately-operated facilities and IGAs. Contractors and operators should consult their Statements of Work for applicability.

8. **DISTRIBUTION.** Inmate Systems Management staff, Central Office, will distribute a copy of this manual electronically to all Regional Inmate Systems Administrators, Inmate Systems Managers, Community Corrections Managers, and Unit Managers. Change Notices and updates will also be distributed as stated above.

/s/

Kathleen Hawk Sawyer  
Director

**INMATE SYSTEMS MANAGEMENT MANUAL**

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## **CHAPTER 1**

### **INMATE SYSTEMS MANAGEMENT DEPARTMENT**

#### **101. RESPONSIBILITIES**

The Inmate Systems Management (ISM) department consists of:

**Records Office.** Responsibilities of the Records Office include:

- # Ensuring the legality of a prisoner's admission and release;
- # Computation of various types of sentences in order to establish an inmate's lawful release date;
- # Establishing and maintaining a "records control system" to effect the release of inmates on the proper date;
- # Monitoring the status of contract prisoners;
- # Determining and verifying outstanding charges from other agencies/jurisdictions and coordinating the placement of detainees;
- # Arranging the release of inmates to other jurisdictions upon completion of their sentence or for temporary release for court appearances;
- # Responding to requests for records.

**Mail Room.** Mail Room responsibilities include:

- # Processing all incoming and outgoing inmate and official mail. (See the Mail Management Manual.)

**Receiving and Discharge (R&D).** R&D responsibilities include:

- # The physical processing of all inmates into and out of the institution. (See the Receiving and Discharge Manual.)

#### **102. STAFFING**

Inmate Systems staff consists of an Inmate Systems Manager (Department Head); an Assistant Inmate Systems Manager(s) (AISM) or Inmate Systems Officer Supervisor(s) (ISOS), Legal Instruments Examiner(s) (LIE), and Inmate Systems Officer(s) (ISO).

Program direction and support are provided by the Regional Inmate Systems Administrator (RISA) and Inmate Systems Administrator, Correctional Programs Division, Central Office.

**Inmate Systems Managers/Assistant Inmate Systems Managers.**

- # Must participate in the Admissions and Orientation (A&O) Program presented to new commitments (Cannot be delegated lower than the ISOS or Acting ISOS),
- # Ensures a SENTRY Update Judgment/Warrant transaction is performed on all inmates designated to their institution within 48 hours of admission (excluding weekends and holidays),
- # Ensures the timely and accurate completion of sentence computations
- # Has the overall responsibility for accuracy of release paperwork generated by unit staff,
- # Conducts training sessions for unit management staff or other institution staff as needed,
- # Ensures all ISM staff are adequately trained and supervised and that training is documented on the employee's training record,
- # Responsible for ensuring all Inmate Systems Management staff are notified of the publication of all Program Statements, Change Notices and updates which directly affect the department. This may be accomplished either via electronic or printed media,
- # Participates in the annual budget process and is a member of the institution budget committee,
- # Responsible for acquisition of all equipment necessary for department operations,
- # Must be familiar with preparation of equipment justification forms, sources for obtaining equipment and supplies, and operation of the department within the available funding limits,
- # Have knowledge of Labor Management Relations,
- # Responsible for generating certain Human Resource actions for ISM staff to include recommendations for awards or adverse actions.
- # May assume all duties of ISOS at discretion of ISM.

**Inmate Systems Officer Supervisor.**

- # Serves as an advisor to help standardize procedures (Mail Room and R&D) between ISM and the units,
- # Ensures all ISM staff are adequately trained and supervised and training is documented on employee's training record,
- # Ensures security of the Mail Room and R&D,
- # Technical advisor for the Mail Room and R&D,
- # Audits sentence computations, when required,
- # Reviews release paperwork/authorization to ensure it is complete and accurate, and

- # Reviews commitment documentation and SENTRY load data to ensure it is complete and accurate.
- # Assists the ISM and/or AISM, as needed.

**Note:** The ISOS will assume the AISM's duties in those institutions without an AISM.

#### **Legal Instruments Examiners.**

- # Computes sentences and audits computations,
- # Maintains the Records Office,
- # Processes paperwork associated with inmate movement and release.

The workload of the LIEs will be distributed proportionately.

#### **Inmate Systems Officers.**

- # Operates the Mail Room,
- # Processes inmates through R&D,
- # Reviews commitment and release paperwork,
- # Processes inmate property.

ISOs will rotate through R&D and the Mail Room. This rotation will not be done arbitrarily. If a roster is developed, the roster as well as the rotation procedures will be negotiated locally in accordance with the Master Agreement.

In order to prevent a backlog in any particular area, ISM staff are to provide assistance in all areas of the department, as needed. The ISM will ensure that all staff have access to applicable directives and cross-training.

ISOs, LIEs, and ISOSs are required to wear the approved Bureau uniform. (See Human Resource Management Manual for specific Uniform requirements.)

#### **103. STAFF RESPONSIVENESS**

ISM staff are to provide inmates with information about their:

- # sentence computation,
- # good time,
- # adjustments to release dates,
- # detainers,
- # writs,
- # mail,
- # personal property, and
- # other legal matters.

Normally, this is accomplished during intake processing, A&O, "Open House" (at least twice a week), or by responding to an Inmate Request to Staff Member (BP-148).

Institutions whose physical layout or mission prohibits inmate access to the Records Office for "Open House" must develop local procedures for responding to inmate issues. ISM staff must also make weekly visits to Special Housing/Jail/PCU Units to respond to issues for inmates not in the general population. All contact with inmates, either in person or in writing, is to be done in a timely and professional manner.

#### **104. SECURITY OF THE DEPARTMENT**

Inmates may be assigned to the ISM Department only to perform janitorial or tailoring duties. Inmate workers must be closely supervised to ensure that they do not have contact with any of the ISM Department's daily operations.

The physical design and layout of all department areas are an important part of maintaining security. There must be controlled access to ensure only authorized staff are permitted in this area. (See the R&D and Mail Management Manuals for specific requirements).

Data areas must be designed to provide for the security of the equipment, manuals, reports, and related materials. Guidelines relating to the security of computer systems are provided in the Program Statement on Personal Computers. All ISM office and area keys are to be considered "restricted" and procedures for obtaining "Restricted Keys" are to be followed. Routine security procedures will also be followed.

#### **105. EQUIPMENT**

The acquisition of all telecommunications and computer-related equipment will be made in accordance with the Program Statements on ADP Procurement and BOP Acquisitions.

An area security x-ray exposure badge will be provided by Medical Services to detect leakage from specific equipment. The badge will be exchanged quarterly for a new badge. The ISM is responsible for providing and collecting badges for the Department.

## CHAPTER 2

### STAFF TRAINING

#### 201. INTRODUCTION

Training is vitally important to staff growth and development. Training comes in many forms, such as on-the-job training, mentoring, classroom instruction, training modules, computer-based training, videos, etc.

The Inmate Systems Manager and other supervisory and experienced personnel take on a training role, whether they are located at an Institution, Regional Office, or Central Office. Managers and supervisors have a responsibility to ensure staff receive adequate training to meet the challenges of their job and to prepare them for future advancement.

#### 202. STAFF ORIENTATION

The training process starts when a new employee begins to work. It is important that staff receive an overview of the Department's components and mission. With this in mind, Inmate Systems Managers are required to develop an orientation program that, at a minimum, consists of the following components:

- # Introduction of the new employee to the department's Administration, co-workers, and other staff as required,
- # A five day orientation program,
- # Assignment to an experienced employee in each functional area to provide guidance on duties,
- # Introduction to the reference library with a listing of all relevant policies provided.

**Required reading:** ISOs will be familiar with:

- # the Inmate Systems Management Manual,
- # the Mail Management Manual, and
- # the Receiving and Discharge Manual, and
- # other policies deemed appropriate for the position.

LIEs will be familiar with:

- # the Inmate Systems Management Manual,
- # the Sentence Computation Manuals, and
- # other policies deemed appropriate to the position.

It is recommended that all Inmate Systems staff become familiar with policy provisions applicable to both ISOs and LIEs.

Orientation or training programs will be made available to new Inmate Systems Staff and other institution staff (unit secretaries, case managers, correctional officers, unit counselors, etc.). It is the ISM's responsibility to ensure training is conducted in the following areas:

- # Sentence computation and administration of good time,
- # Detainers and the Interstate Agreement on Detainers,
- # Proper handling and accountability of inmate mail and property,
- # Preparation of release paperwork,
- # Proper handling of monies and legal instruments.

### **203. TRAINING MODULES**

All Inmate Systems Staff must complete all of the self-study training modules successfully within nine months of appointment. The ISM will coordinate a schedule and provide official time for completing the modules. The modules are to be administered "open book." They may be taken in any order, but must be given in a controlled testing environment.

Course No.	Name of Course
13182	Inmate Funds Management
21083	SENTRY Sentence Manual
40087	Mail Management
51005	Judgment and Commitment File
51230	Detainers/Writ/IAD
51286	Jail Credit/Inoperative Time
51303	Population Accountability
51304	SENTRY Technical Reference Manual
51305	SRA Sentence Computation
51306	Old Law Sentence Computation
51315	Receiving and Discharge

A minimum score of 75% must be achieved to pass each module. If



a passing score is not attained, the employee may retake the module one more time without additional study. If a passing score is not attained on the second attempt, the ISM will prescribe additional training and study. If the employee fails to receive a passing score after the second attempt, at least 30 days must elapse between each subsequent attempt with additional training during this time.

The ISM may obtain a printout of each employee's module status at any time. The ISM must obtain a printout to evaluate employee participation regularly. When the employee completes all modules successfully, a copy must be forwarded to the Employee Development Manager (EDM) for documentation and posting to the official Training Record. Sixteen hours of training credit will be given for each completed module.

#### **204. MANDATORY TRAINING**

Each new Inmate Systems Officer must complete the New Mail Room Officer's and the New Receiving and Discharge Officer's Self-Study Course and Survival Skills Guides within nine months of appointment. This training will be completed on duty time.

In accordance with the Central Inmate Monitoring Systems Operations Manual, all Inmate Systems staff assigned to Institutions, Community Corrections Offices, and Regional Inmate Systems Administrators must maintain current CIM certification.

#### **205. ISM SPECIALTY TRAINING**

The Central Office ISM Training Section provides specialty training to Inmate Systems staff. Specific training requirements for Inmate Systems are outlined in the Employee Development Manual. Staff will not be nominated to attend specialty training until completing all of the ISM self-study training modules successfully.

#### **206. LOCAL ISM TRAINING**

Each Inmate Systems Manager has a responsibility to provide and monitor localized training for their staff. In carrying out these responsibilities, each Manager may develop local training materials to help staff perform their assigned duties. Upon request, the Central Office ISM Training Section will provide training material and assistance in developing local training.

The ISM, or supervisory staff, will maintain all training records. All training must be documented in accordance with the Employee Development Manual.

Each Inmate Systems Manager will offer cross-training to all staff in the department. Although it is not a requirement for staff to participate, the Manager will ensure all staff are provided the opportunity. The cross training provided to staff will allow for additional coverage in all areas of ISM during times of staff vacancies and will promote career development.

The Inmate Systems Manager must develop local procedures to document any cross training provided. Lesson plans for the cross training will be developed by supervisory ISM staff. A lesson plan will be developed locally to establish the local cross development program requirements for participation and number of training hours to be credited to the employee upon completion.

Managers are encouraged to devote several hours each week to staff training. Closing down a portion of the ISM operations for training, with approval from the Warden, has proven successful.

## **207. INDIVIDUAL TRAINING PLANS**

A large part of a Manager's responsibility lies in staff development. To ensure staff training needs are adequately met, each Manager is to evaluate the needs of his or her staff in accordance with the Employee Development Manual.

As an example, the Manager may identify a need to improve writing or interpersonal skills. The employee would be scheduled for training to strengthen skills noted as needing improvement. After the training, the employee should be monitored to ensure improvement is made. If not, additional training may be required.

## **CHAPTER 3**

### **INMATE SYSTEMS MANAGEMENT TRAINEE PROGRAM**

#### **301. INTRODUCTION**

The Bureau's ongoing expansion has created an increasing demand for ISMs, AISMs, and ISOSs. To meet this managerial demand, an accelerated and structured training program is needed.

This chapter outlines a training curriculum for the Inmate Systems Manager Trainees (Trainee). It is specifically designed to expose the Trainee to the technical and managerial aspects of Inmate Systems Management and to prepare trainees to become Bureau department heads or assistants.

The ISM is responsible for ensuring that the Trainee completes all program requirements cited in this Chapter. The ISM will be a mentor and provide ongoing supervision and guidance. The Trainee may work the same hours as the ISM with short term exceptions (i.e., late shift for bus/airlift, duty officer, etc.).

#### **302. DURATION**

The Trainee must complete each section of the program successfully prior to promotion. The training period is normally 24 months. The institution ISM, Regional Inmate Systems Administrator (RISA), and the Inmate Systems Management Branch, Central Office will monitor the Trainee's progress.

#### **303. TRAINING CONTENT**

##### **TRAINING SECTIONS**

The training program is divided into subject matter sections (see paragraph 305) and will be reviewed periodically, and adjusted, as necessary. When assigning a section, the ISM must explain the assignment's purpose thoroughly and the amount of time believed necessary for completion. The ISM is to provide appropriate on-the-job training, advice, assistance, and monitoring of the Trainee's progress through each section.

The ISM must conduct weekly meetings with the Trainee to measure progress and assign new sections.

**Objectives.** The objectives specified in each section contain measurable skills, abilities, and knowledge the Trainee must possess prior to program completion. These objectives are critical to measuring the Trainee's progress. The ISM may add objectives and is to ensure they are fully understood when assigned.

**Reading Assignments.** Paragraph 306 includes specific reading assignments and reference materials. ISM's are to encourage reading by the Trainee prior to receiving on-the-job training for that particular assignment. The reading assignments will be completed on duty time.

**Modules.** The Trainee must complete each of the ISM training modules as outlined in Chapter 2.

**On-the-Job-Training (OJT).** The program's success requires considerable OJT. The ISM must be able to monitor, identify, and address errors in completed work. Additional OJT will be assigned until the program objectives are met. It may be necessary to create hypothetical situations. Trainees will neither have a regular roster assignment, nor will they be assigned a specific case load (unless required to meet a specific objective).

**Note:** The institution may not have all types of cases necessary for full sentence computation exposure, however, familiarity with all cases is expected.

The RISA is encouraged to use the Trainee on staff assistance visits or other situations at different institutions to provide a variety of work experience (i.e., visit CCM Office for familiarization). The Trainee must also participate in yearly Program Reviews as determined by the Program Review Division.

The Trainee will participate in various managerial duties, i.e; meetings, mainline, special housing unit rounds, duty officer tours, open house, etc. The Trainee must not be used to fill vacant positions unless it relates directly to a training objective.

**Formal Training.** Specialized training will occur at either a staff training center or at other locations to further enhance the Trainee's skills and experience.

### **304. REPORTS**

**Assessments.** When the Trainee arrives at his or her duty station, the ISM and the Trainee must prepare a joint assessment of the Trainee's strengths and weaknesses. This assessment will be used to plan future training. A copy of the assessment will be sent to the Inmate Systems Management Branch, Central Office, for review.

**Quarterly Reports (Manager).** The ISM and Trainee will submit a quarterly report to the Inmate Systems Management Branch, Central Office, with copies distributed to the RISA, and the Warden. Reports are due no later than the fifth day of every third month and reflect:

- C an assessment of the Trainee's progress in the program,
- C a critique of the past quarter's training objectives, and
- C training objectives for the next quarter.

The first report will be due by the fifth day of the 3rd calendar month the Trainee is in the program (i.e., if the Trainee arrives on January 15th, the first report is due by March 5th). Reports will be submitted every third month until the trainee finishes the program.

Information about the Trainee's work habits, interaction with peers and supervisory staff, performance in stressful situations, and overall adjustment to the training program should also be included in the report. Reports are to be interpreted as training assessments, not performance evaluations. Time will be set aside to discuss all report elements with the Trainee. The Trainee will get a copy of the report.

The Trainee's report must reflect an overview of the training received for the quarter and include any comments or recommendations the Trainee may wish to express. The report is to be distributed in the same manner as the ISM's report.

### **305. TRAINING CURRICULUM**

The following objectives should normally be completed in 24 months.

#### **I. RECEIVING AND DISCHARGE**

- a. Shakedown procedures and preventing introduction of contraband,
- b. Review and verification of commitment documents,

- c. Proper identification and intake procedures (photographing/fingerprinting/visual search),
- d. Identification of committing officers,
- e. R&D security procedures,
- f. Inventory, receipt, and disposition of property (Form BP-383),
- g. Acknowledgments of Inmate (BP-407, BP-408),
- h. Interview process/intake screening, medical screening,
- i. Handling and receipting inmate funds
- j. SENTRY Admit/Release transaction,
- k. Bus/Airlift Operations,
- l. Documents accountability,
- m. Release procedures including proper identification, fingerprinting, visual search, disposition of property, release clothing, and release documents.

## **II. MAIL ROOM**

- a. Posting, handling and securing money, Official business checks,
- b. Mail handling (including legal/special mail), delivery and pick-up,
- c. General Correspondence,
- d. Official business checks,
- e. Packages,
- f. Registered, certified or insured mail and packages,
- g. Outgoing mail,
- h. Metering Mail,
- i. Program Statement requirements on Correspondence; Personal Property, Inmate; Publications; and Mail Management,
- j. Postage stamp use,
- k. Inmate location via SENTRY terminal.
- l. Forwarding mail,
- m. Mailing logs and records,
- n. Mailing inmate personal property,

- o. Inspection of mail/correspondence for contraband,
- p. Knowledge of letter and package bombs,
- q. Opening of packages prior to entry into institution,
- r. Relations with U.S. Postal Service and other carriers,
- s. Discarding of shipping containers and wrapping materials,
- t. Hot trash procedures,
- u. Familiarity with U.S. Postal Service Domestic Mail Manual,
- v. Computerized Mail Room Program.

### **III. LEGAL FUNCTIONS**

- a. Introduction to all Program Statements pertaining to Inmate Systems Management,
- b. Review of Inmate Systems Management Manual,
- c. Introduction to legal reference material,
- d. Preparation of affidavits and declarations,
- e. Responses to show cause orders,
- f. Responses to interrogatories,
- g. Testifying in court proceedings,
- h. Certification of records,
- i. Responding to Tort Claims.

### **IV. USE OF LEGAL REFERENCE**

- a. U.S. Code Title 5,
- b. U.S. Code Title 8,
- c. U.S. Code Title 18,
- d. U.S. Code Title 21,
- e. U.S. Code Title 26,
- f. U.S. Code Title 28,
- g. U.S. Code Title 46, Chapter 38,
- h. Federal Register, Title 28 Code of Federal Regulations, Criminal Law Reporter, Federal Supplement, Federal Reporter, 2nd and 3rd series, U.S. Supreme Court Reporter,

- i. District of Columbia Code, Title 22 and 24,
- j. SENTRY Legal Reference System,
- k. Uniform Code of Military Justice,
- l. Law dictionaries.

**V. SENTRY/COMPUTER OPERATIONS**

- a. SENTRY General Use Technical Reference Manual (TRM):
  - i. Property Accountability Transaction (PA)
  - ii. Population Monitoring Transactions (PP)
  - iii. Sentence Monitoring Transactions (PS)
  - iv. Administrative Remedy Generalized Retrieval (PR)
  - v. Inmate Discipline Transactions (PD)
- b. SENTRY Sentence Monitoring TRM:
  - i. Sentence Monitoring Transactions (PS)
  - ii. Display Transactions (PS)
  - iii. Code Tables
- c. Equipment operation and security,
- d. Preventive maintenance and trouble-shooting equipment problems,
- e. Program functions and analysis,
- f. Maintenance transactions,
- g. GroupWise,
- h. Program Statement on Automated Information Systems and Personal Computers.

**VI. SENTENCE COMPUTATION**

- a. Manual computation of sentences,
- b. Execution of Judgment/Commitment Orders, Parole/Mandatory Release/Special Parole violator warrants,
- c. Determining sentence beginning date,
- d. Presentence time credit/Prior custody credit,
- e. Determining primary custody,
- f. Inoperative time,
- g. Parole eligibility/non-parolable sentences,
- h. 2/3rds dates,
- i. Statutory Good Time (including D.C. less than six months) Good Conduct Time,



- j. Appeal bond,
- k. Aggregation of sentences,
- l. Violator terms,
- m. Case law affecting sentences,
- n. Title 28 Section 2255 (remedies on motion attacking sentence),
- o. Title 28 Rule 35 (correction or reduction of sentences),
- p. SENTRY Sentence Computation transactions,
- q. Review of all computation program statements as prescribed in the Directives Index,
- r. Review of Old Law, SRA, VCCLEA, and PLRA sentences.

#### **VII. JUDGMENT AND COMMITMENT ORDERS/FILE ACCOUNTABILITY**

- a. Certification,
- b. Verification and authenticity,
- c. Illegal sentences,
- d. Familiarization with statutory provisions (penalty, special parole terms, probation, modified judgments, vacated convictions, etc.),
- e. Interpretation of judgment and commitment for legality of sentence,
- f. Procedures for correcting illegal sentences and improper judgments,
- g. Review of policy requirements regarding arrangement of documentation,
- h. Preparing files for shipment, transfer, retirement, accountability.

#### **VIII. GOOD TIME MANAGEMENT**

- a. Good Time Record (BP-380),
- b. Extra good time requirements (Old/New Law),
- c. Forfeiture and restoration of SGT,
- d. Load CCC good time prior to departure from institution,
- e. Public Law 87-665 (public law days),
- f. Authority of Institution Disciplinary Officer (Discipline Policy),

- g. Withheld good time and restoration,
- h. Adjusting release dates,
- i. Expunging records,
- j. Good time allowances/lump sum awards,
- k. FPI-96 (Industrial/RAPS Action Report), (BP-390) (Extra Good Time Recommendation),
- l. Good time allowance for state and territorial prisoners,
- m. Good conduct time,
- n. Thorough review of Sentencing Reform Act Manual regarding GCT applications.

#### **IX. DETAINERS**

- a. Interpretation and authenticity,
- b. Processing of Detainer Action Letter (BP-394),
- c. Inquiries and investigations,
- d. Release to detainers,
- e. Speedy Trial Act of 1974,
- f. State writs,
- g. Processing of IAD - Notice of Untried Indictment (BP-S235)

#### **X. INTERSTATE AGREEMENT ON DETAINERS**

- a. IAD member states and applicable charges (Cuyler v. \_\_\_\_ Adams),
- b. Processing forms BP-236,237,238 (review, mail, monitor time limits/"tickler file"),
- c. Interpreting Forms V, VI, VII, and IX,
- d. U.S. v. Mauro, 436 U.S. 340 (Sup. Ct. 1978),
- e. Notification to inmate, 30-day waiting period and waiver,
- f. Appeal procedures,
- g. Verification and identification of transporting officials,
- h. One-hundred-eighty day rule - inmate's request,
- i. One-hundred-twenty day rule - state's request,

- j. State's responsibilities for return of prisoner and disposition of charges,
- k. Two month status checks,
- l. Knowledge of Chapter 11 regarding Interstate Agreement on Detainers.

**XI. FINES, RESTITUTION, ASSESSMENTS (COMMITTED AND NON-COMMITTED)**

- a. Definition of committed vs. non-committed,
- b. Indigence and non-indigence,
- c. Application for pauper's oath to U.S. Magistrate,
- d. Application to Regional Director for resolution of committed fine,
- e. CIV-OT8 Debtor's Statement,
- f. Assessment,
- g. Restitution,
- h. Notification to commissary,
- i. Processing,
- j. Financial Responsibility Program,
- k. Fines under the SRA.

**XII. RELEASES**

- a. Release paperwork,
- b. Bus/airlift movements and movement coordination,
- c. Release on writ, IAD,
- d. Escapes,
- e. Deaths,
- f. Furlough transfer (to other BOP facilities and Community Corrections Centers),
- g. Emergency medical releases,
- h. Work release,
- i. Weekend furlough,
- j. Other releases (protective custody, etc.),
- k. Knowledge of Program Statement on State Writ Releases.

**XIII. DATA MANAGEMENT/DIRECTIVES MANAGEMENT**

- a. Familiarity with maintenance contracts and supplies,
- b. Equipment preventive maintenance,
- c. Diskette inventory,
- d. Familiarity with formatting, searching, loading and programming,
- e. Review of Program Statements, use Electronic Directives System (BOP DOCS/CDROM).

**XIV. ADMINISTRATIVE REMEDIES**

- a. Informal resolutions,
- b. Preparing BP-229 responses,
- c. Use of program statements to support response,
- d. Response format,
- e. Content of response and Freedom Of Information, Privacy Act requirements.

**XV. CENTRAL INMATE MONITORING SYSTEM**

- a. Staff roles by discipline,
- b. CIM assignments,
- c. Record keeping procedure,
- d. No notations in file (J&C and Central File),
- e. Clearance process,
- f. Special procedures for Witness Security cases (ISM responsibility),
- g. CIM certification.

**XVI. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES**

- a. Maintaining working relationships with other departments,
- b. Participation in strategic planning process,
- c. Conducting operational reviews,
- d. Participate/conduct staff meetings,
- e. Recruiting staff,
- f. Interviewing applicants,

- g. Reference checking,
- h. Preparing and updating position descriptions,
- i. Maintaining a performance appraisal system,
- j. Employee Code of Conduct,
- k. Staff supervision,
- l. Mentoring staff,
- m. Disciplining staff,
- n. Rewarding/promoting staff,
- o. Developing training plans,
- p. Budget management:
  - 1. Projecting budgets
  - 2. Monitoring expenditures
  - 3. Property accountability
- q. EEO Affirmative Action Plans,
- r. Introduction to ACA,
- s. Preparing institution supplements,
- t. Safety lectures for inmate workers,
- u. Familiarity with Master Agreement between AFGE and BOP,
- v. Time and Attendance Training,

### **306. READING MATERIALS**

Current Program Statements related to the General Operations of Inmate Systems, as listed, but not limited to, the below:

- a. Inmate Systems Management Manual,
- b. Mail Management Manual,
- c. Sentence Computation Manual,
- d. Sentence Computation Manual - CCCA,
- e. D.C. Sentence Computation Manual,
- f. Justice Telecommunications Systems (JUST),
- g. Legal Activities, Inmate,
- h. Claims Under the Federal Tort Claims Act,

- i. Transfer of Charges Pending Against Prison Inmates,  
Rule 20 Procedures,
- j. Administrative Remedy Program,
- k. Release of Information
- l. Contacts with Other Agencies and Organizations,
- m. Victim and Witness Notification,
- n. Management Control and Program Review,
- o. Sexual Harassment Prevention Program,
- p. Affirmative Action Program,
- q. Employee Organizations,
- r. Drug Free Workplace Program,
- s. Employee Assistance Program,
- t. Employee Development Manual,
- u. Pretrial Inmates,
- v. Responses to Judicial Recommendations and U.S. Attorney  
Reports,
- w. Juvenile Delinquents,
- x. Transfer of Offenders to or from Foreign Countries,
- y. Release of Inmates Prior to a Weekend or Legal Holiday,
- z. Unescorted Transfers and Voluntary Surrenders,
- aa. Correspondence,
- bb. Publications, Incoming,
- cc. Furloughs,
- dd. Intake Screening,
- ee. Admission and Orientation Program,

- ff. Death of Inmates, Reporting,
- gg. Manuscripts, Inmate,
- hh. Duty Officer Guidelines and Reporting Procedures,
- ii. Posted Picture File,
- jj. Request to Staff, Inmates,
- kk. Escapes/Death, Notification,
- ll. Use of Force and Application of Restraints on Inmates,
- mm. Inmate Personal Property,
- nn. Staff Correspondence about Inmates,
- oo. Untimely Release Notification Procedures,
- pp. Release Gratuities, Transportation, and Clothing,
- qq. Releasing Inmates to Transporting Officers via Escort or Bus,
- rr. Transfer of Inmates to State Agents for Production on State Writ,
- ss. Occupational Safety and Environmental Health Manual,
- tt. Computing YCA Terms for Commitments of Less than Six Years,
- uu. D.C. Code, Title 23, Section 112,
- vv. Fines and Costs,
- ww. SENTRY Sentence Monitoring TRM,
- xx. Agreement, BOP-US Marshals, Fiscal, Operational Responsibilities,
- yy. Central Inmate Monitoring Systems (manual and program statement),
- zz. Security Designation/Custody Classification,
- aaa. SENTRY Administrative Remedy TRM,

- bbb. Discipline & Special Housing Units,
- ccc. Community Corrections Manual,
- ddd. Memorandum of Understanding between the FBI and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts Regarding Inmate Release Planning,
- eee. Memorandum of Understanding between the FBI, USM, and BOP on Violations of the Federal Escape and Rescue Statute.

**The below listed recommended reading material can be retrieved from the institution Employee Development Manager.**

The Supervisor's Guide to Federal Labor Relations by  
Dennis K. Reischel

The One Minute Manager - Series of Books by Kenneth  
Blanchard

GMP-The World's Greatest Management Principle, by Michael  
LeBoeuf, Ph.d

The Double Win by Denis Waitley

### **307. RECOMMENDED SPECIALIZED TRAINING**

Financial Training for Management Staff	(Institution)
Personnel Training	(Institution)
WordPerfect (Corel)	(Institution or local)
Introduction to Supervision	(Institution)
Supervision/Group Performance	(Institution)
Time Management Course	(Denver)
Case Management Cross Development Course	(Institution)



## **CHAPTER 4**

### **POPULATION ACCOUNTABILITY**

#### **401. RESPONSIBILITIES**

A count is kept for each 24-hour period, beginning at midnight and ending at 11:59 pm. The ISM Department is to maintain the records of each inmate admitted to or discharged from the institution. This information is used as a back up source for the institution's official count, projecting its budget, and for compiling statistical data.

#### **402. POPULATION INDEX SYSTEM**

The maintenance of an alphabetical index card system for all inmates processed into or out of the institution is no longer required, if a data base system is used to document file retirement. The inactive cards currently on file will be kept in order to document archiving information. In the event a data base system is developed, the Union will be notified in accordance with the Master Agreement.

Index cards such as quarters' cards, crew kit cards, Warden's card, etc., may be produced in any format. The Inmate Systems Manager will survey the need for such cards and produce them as needed.

#### **403. CONTRACT PRISONERS**

Contract prisoners are those inmates who are committed to Bureau institutions for other than violations of the U.S. Code. The cost of their care and custody is charged according to the instructions contained in the Accounting Management Manual. Billing reports are submitted to the appropriate authority based on information keyed into SENTRY.

The Regional Designator creates a state billing assignment when a Bureau institution is designated for state or territorial inmates. For previously billable inmates, the Designator will remove the assignment if it no longer applies and was not removed at the time of release.

When an inmate is returned to permanent state custody, the last institution of confinement will terminate the state billing assignment and release the prisoner via "STATE PRIS."

A verification of Sentry will be made by the Inmate Systems staff to ensure appropriate billing assignments have been made for

inmates received. The status can be displayed and modified by using the instructions outlined in the SENTRY General Use TRM.

If the "ARS" history begins with your institution, or the inmate is admitted to or temporarily released from your institution, use Update Inmate Assignment and add a current "BIL" assignment on the original date and time of admission.

**Note:** If the inmate is temporarily removed from the institution, the state billing assignment will continue.

Billing disputes concerning any contract prisoner will be referred to Inmate Systems, Operations Section, Central Office.

## CHAPTER 5

### INMATE FILE MANAGEMENT

#### 501. DEFINITION AND RESPONSIBILITIES

The Bureau maintains confinement related documents on all inmates and detainees committed to its authority. Unit staff create Inmate Central Files in accordance with the Program Statement on Inmate Central File, Privacy Folder and Parole Mini-Files. These files' daily maintenance and accuracy are the unit staff's responsibility, however, the Inmate Systems Manager (ISM) is the Custodian of Records and is responsible for file retrieval, transfer, retention, disposal, certification, production, and disclosure.

#### 502. INMATE REMAND AND JUDGMENT & COMMITMENT (J&C) FILES

The ISM Department creates and maintains Inmate Remand and Judgment & Commitment files. The Inmate Remand file (BP-676) is a letter size, straight cut, drop-file folder that may be used for documents pertaining to pretrial and holdover inmates.

The Inmate Judgment & Commitment file (BP-174) is a letter size file folder used for documents relating to sentenced inmates.

Due to the sensitive nature of information contained within these files, the front of each file will be stamped "**Limited Official Use.**" Disclosure of information contained in these files must be in accord with the Program Statement on Release of Information.

Copies of all documents maintained in the Remand or J&C file should have been forwarded to the unit teams for inclusion in the central file. Therefore, inmates requesting to review the J&C or Remand files should be referred to the unit team. Staff may allow inmates to review portions of the J&C file when discussing sentence computations or detainer issues, unless documents are sealed by the court or otherwise un-disclosable.

If clarification of disclosable information is needed, ISM staff will contact the Case Management Coordinator (CMC) or the institution's legal staff. Inmates are to submit requests for additional access to information or copies of file materials through regular FOIA procedures. Local instructions will be established at each institution to implement this procedure.

For security and safekeeping purposes, Inmate Remand, J&C, and holdover files will be stored alphabetically in locked, fireproof cabinets, when not in use. The file cabinets are to be located

in a central area for easy access. J&C files of designated inmates will be physically accounted for quarterly (this procedure is also recommended for Remand files). A SENTRY generated roster of the institution's designated inmate population will be used to verify each file.

Once completed, the reviewing ISM staff member will sign and date the roster. It is to be maintained for two years.

### **503. ORGANIZATION OF THE INMATE JUDGMENT & COMMITMENT FILE**

Refer to Attachment A, Page 1, for the organization and necessary documents for the Judgment & Commitment file.

Each document within its same subset of documents will be filed chronologically from bottom to top. The most recent document in the subset will be on top, i.e., a new Notice of Action will be filed on top of the previous one within the set of all Notice of Action(s).

The most recent sentence computation and good time action sheet, signed, dated, and audited, will be maintained in the J&C file. Prior copies must be kept if they provide a history leading to the most recent computation. History may include jail credit, modified parole eligibility dates, violator computations, changes in sentence structure, or satisfied prior commitments.

### **504. ORGANIZATION OF INMATE JUDGMENT & COMMITMENT FILE FOR VIOLATORS OR STUDIES**

When a Parole, Special Parole Term, Mandatory Release, or Supervised Release Violator arrives at his or her designated institution, ISM staff will order the inmate's complete file from the last institution of confinement prior to release. This includes violators designated for Study and Observation or Mental Competency.

All material relating to the original sentence computation and previous violator terms for which the violator term was imposed will be retained in the J&C file.

Each document within its same subset of documents will be filed chronologically from bottom to top with the most recent document on top. This format will be applicable to all files for inmates committed after the effective date of this policy. The original fingerprint card from the original file will be kept in the J&C

file. All other excess prior commitment documents will be

forwarded to Unit Management to include in the Inmate Central File.

#### **505. PRODUCTION OF RECORDS IN COURT**

Procedures governing the production of records in court may be found in 28 CFR 16.21 Subpart B. Approval for production or disclosure is by the Attorney General or other appropriate Department of Justice (DOJ) personnel.

ISM staff who receive a subpoena, order, or other court demand to produce records are encouraged to seek advice from their institution legal counsel, local U.S. Attorney's office, and from the Regional Counsel or Office of General Counsel prior to processing. Questions concerning disclosable information may be directed to the Regional Counsel.

When it is known that records will be required for introduction into evidence, copies must be prepared in advance to deliver to the court. Inmate files will not leave the custody of the person subpoenaed to produce the records.

#### **506. TRANSFER OF INMATE FILES**

Upon receiving a request for an inmate file, ISM staff will verify the requesting person's identity prior to fulfilling the request, unless the request is sent via Groupwise from another Bureau facility. Such requests should contain the institution mailing address. Files sent between Bureau facilities or to CCM offices must be mailed Certified Mail, Return Receipt Requested.

The following information will be documented:

- # how the request was made (telephonic, written, etc.),
- # date,
- # time,
- # name of person contacted to verify requestor,
- # name of ISM staff person conducting the verification,
- # inmate's name,
- # register number,
- # address where the file is being sent, and
- # the certified mail number.

Institution staff are not authorized to provide actual files to anyone outside the Bureau. If a request of this type is received, contact the institution or regional legal counsel for direction.

Requests for inmate files from a U.S. Attorney must be referred

to the appropriate Regional Counsel for determination. If the Regional Counsel grants approval to mail a file to a U.S. Attorney, the file will be sent via Certified Mail - Return Receipt Requested.

The U.S. Attorney will be notified that the file is not to be released to anyone, they are assuming full responsibility for its integrity and safekeeping, and, they must return it to the sending institution. (It is advisable for the sending institution to maintain a copy of the file in the event the original is lost.) If the inmate whose file has been requested is serving a current federal sentence, the unit team will make a copy of the central file. If the inmate is not serving a current federal sentence, ISM staff will make a copy of the central file.

The Regional Counsel is not authorized to allow files or their contents to be sent to anyone other than a designated U.S. Attorney. A photocopy, or certified copy of the file may be substituted for the original at the requesting U.S. Attorney's discretion.

The ISM is responsible for establishing a follow-up system to track the return of files sent to U.S. Attorneys. The follow-up system must list:

- # the name and register number of the file which was provided,
- # the date it was mailed, and
- # the name of the U.S. Attorney requesting the file.

The certified return receipt is to be maintained in the follow-up file. The U.S. Attorney will be contacted at three-month intervals to determine the file's location and the expected date of return. These contacts will be documented in the follow-up file.

Requests for release of portions of records will be handled in accordance with the Program Statement on Release of Information.

#### **507. FILE RETENTION AND DISPOSAL DATES**

Following an inmate's release from the confinement portion of a sentence, all inmate records, except the J&C file, are to be forwarded to the appropriate Unit Staff for inclusion in the Inmate Central File. Once consolidated, the Inmate Central File will be sent to ISM no later than 30 calendar days from the date the inmate released.

When the Inmate Central File is received, ISM staff will

incorporate the J&C file. The outside of the Inmate Central File will be marked with the year of expiration, including supervision, and the disposal year of the file. These files will be maintained at the institution until the year of expiration, including supervision, when they are to be sent to the Federal Records Center for disposal. If space is limited at the institution, the ISM, or designee, may request the Federal Records Center to accept files at an earlier date.

Files of Witness Security inmates are to be forwarded to the Inmate Monitoring Section in the Central Office.

File retention and disposal dates will be established as follows:

DISPOSAL AUTHORITY	TYPE OF FILE, SENTENCE OR RELEASE	RETENTION OR DISPOSAL DATE
	<b>ESCAPE</b>	File kept at the last designated institution until the inmate is apprehended or death validated.
129-91-1	<b>UNSENTENCED</b>	Release date + 10 years.
129-77-11	<b>NEW LAW/SENTENCED - NOT LIFE</b>	Release date + supervision term + 30 years.
129-77-11	<b>NEW OR OLD LAW/ SENTENCED - LIFE INCL LIFE SPECIAL PAROLE</b>	Schedule upon receipt & verification of death notice. Date of death + 30 years.
129-77-11	<b>EXP W/GT &amp; EXP FT - NO SPT</b>	Release date + 30 years.
129-77-11	<b>Any type of EXP (W/GT or FT) W/SPT or PROBATION to follow</b>	Release date + SPT term or Probation term + 30 years.
129-77-11	<b>MANDATORY RELEASE - NO SPT</b>	180 day date + 30 years.
129-77-11	<b>MANDATORY RELEASE - W/SPT</b>	180 day date + SPT +30 years.
129-77-11	<b>PAROLE - NO SPT</b>	Full Term Date + 30 years.
129-77-11	<b>PAROLE - W/SPT</b>	Full Term Date + SPT + 30 years.

DISPOSAL AUTHORITY	TYPE OF FILE, SENTENCE OR RELEASE	RETENTION OR DISPOSAL DATE
129-77-11	DEATH DURING THE TERM OF CONFINEMENT	Date of death + 30 years.
129-77-11	COMMITTED 18USC §3651 "SPLIT SENTENCE"	Release date + probation term + 30 years.
129-89-6/1	UNCHARGED MARIEL CUBAN DETAINEES	Release date + 30 years.
129-77-11	CONTRACT PRISONERS	Release date + 30 years.
129-77-11	NON-FEDERAL PRISONERS	Release date + 30 years.
	DC PRISONERS	Same as federal prisoners. The original DC file will be kept intact and archived with the BOP created files.
129-82-2	RELEASED FROM FCI ALDERSON	Expiration of Sentence + 30 years.
129-80-1	MATERIAL WITNESSES AND UNCHARGED ALIENS	Retain locally and destroy. Release date + three years.

COMMUNITY CORRECTIONS FILES	
JUDGMENT & COMMITMENT FILES PROVIDED TO THE CCM BY AN INSTITUTION FOR AN INMATE AT A CCC:	Return to the institution for final processing within five working days after the inmate's release.
CCC GENERATED FILES FOR INSTITUTION TRANSFERS:	Mail file with the completed release paperwork, to the ISM at the parent institution, within 21 days following the inmate's release.
CCC GENERATED FILES FOR DIRECT COURT COMMITMENTS: (Disposal Authority 129-77-11)	Files are maintained at the CCM Office until shipped to the FRC, at least once a year. Release date + supervision term + 30 years.
CCC GENERATED FILES FOR CONDITION OF SUPERVISION PLACEMENTS AND COMMUNITY CONFINEMENT CASES:	Mail to the supervising USPO unless the Chief USPO indicates in writing that the file is not required.



INCOMING INMATE CERTIFIED MAIL LOGS	
Disposal Authority N1-129-00-30	Transfer to FRC one year after last entry. Destroy 11 years after last entry.

#### **508. RETIREMENT OF FILES TO FEDERAL RECORDS CENTER (FRC)**

Files shipped to an FRC must be filed alphabetically by year of expiration of supervision. If files with different years of expiration are in the same box, the latest expiration date will be applied to the entire box for disposal purposes.

A shipping schedule will be agreed upon between the institution and the appropriate FRC which provides file retirement at least once a year. If an institution has a limited storage space and needs to send files prior to their expiration, arrangements are to be made directly with the FRC.

Boxes for archiving must be procured through the GSA Federal Supply Service. Specific instructions for file and box preparation are available through the FRC. Accession numbers will be requested from the FRC prior to the shipment of files. These numbers will be recorded on each box and on the Record Transmittal and Receipt (SF-135).

Accession numbers for files transferred to the Washington National Records Center in Suitland, Maryland must be obtained through the Archivist, Central Office.

Once the FRC receives and processes a shipment of files, a location number is assigned. This number will be noted on a copy of the SF-135 and returned to the institution.

Accession, location, and box container numbers will be placed on the back of the appropriate inmates card that is located on the permanent Record Office index card system. In the event a data base system is developed at the local level, the Union will be notified in accordance with the Master Agreement.

## **509. FEDERAL RECORDS CENTER SERVICES**

Inmate files may only be retrieved from FRCs by institution, Regional or Central Office ISM staff and CCMs. Ordinarily the file is requested from the parent institution who retrieves it from the FRC. Notification to the parent institution must be made if another institution retrieves the file from the FRC. This allows the parent institution to account for the file. A Reference Request-Federal Records Center (OF-11), is used to request or return files to the FRC. The file's accession, location, and box number must be provided with the request. Files may be requested telephonically when an immediate need exists.

Blanket permission has been given to the FBI and the U.S. Probation Office to review, on-site, all files at the FRC.

They may not remove the files or documents from the file. ISM staff will give the file's accession, location, and box number to the requestor, for this purpose.

Requests made under the terms of the Freedom of Information Act (FOIA) and/or Privacy Act for material in stored files will be responded to by the FRC upon the parent institution's direction. An OF-11 is used for this type of request.

The FRC will also respond to requests for:

- # Certified copies of Judgment/Commitment Order, Sentence Data Record, and fingerprint card.
- # Classification Study and Progress Reports.
- # Other requested information that the institution determines is releasable.
- # Temporary or permanent use of a file to an authorized requestor.

## **510. CERTIFICATION OF RECORDS**

**Penitentiary Packets (Pen Packets).** A state prosecuting attorney may request certified copies of an inmate's federal conviction record as proof of prior convictions. ISM staff at the institution having custody of the Inmate's Central File will process a "pen packet" for this purpose.

The "pen packet" includes the following:

- # Copy of the photograph,
- # Copy of fingerprint card,
- # Copy of Judgment/Commitment Order, and
- # Certificate of Record form (BP-396).

If the Inmate's Central File has been archived, ISM staff will request the file from the FRC, process the "pen packet," then return the file.

## 511. GENERAL RECORDS SCHEDULES (GRS)

When a record shows a disposal of "Submit SF-258" in the GRS, the record will be fully identified and brought to the attention of the ISM Administrator or Archivist, Central Office. Central Office staff will complete the necessary SF-258 for submission to the National Archives.

Marshal's & Transfer Receipts.....3 years

Inmate Certified Mail Logs.....11 years

Certified Mail Return Receipts.....1 year

(unless deemed appropriate  
for inclusion in the Central  
or J&C file)

Master Index Cards.....Permanent

(Should the institution be deactivated, contact the ISM Administrator, Central Office for instructions.)

General Office Administrative Files.....2 years

Program Review Files (ISM Department).....5 years

Bank Robbery Report.....2 years

Staff Rotation Schedule.....3 years

## CHAPTER 6

### RECORDS OFFICE FUNCTIONS

#### 601. SENTENCE COMPUTATIONS AND AUDITS

The ISM is to ensure that a SENTRY Monitoring Update Judgment/Warrant transaction is performed on all designated inmates within 48 hours of admission (excluding Weekends and Holidays). When information is unavailable, "Unknown" may be keyed in the related fields. The "How Committed" code, however, must be entered.

An inmate's sentence must be computed and audited immediately if the inmate is within 30 days of the statutory release date and within five working days if the inmate is within six months or less of the statutory release date. For terms six months or longer from the statutory release date, the sentence must be computed and audited within 30 calendar days.

An LIE or other Inmate Systems Management staff the ISM authorizes will compute the sentence. The computation will be audited by:

- C The ISM for complex and multiple aggregations,
- C The Assistant ISM (AISM) or designee for all other sentences. (The Inmate Systems Supervisor (ISS) may audit non-complex computations in those institutions without an AISM.)

The LIE must sign and date the hard copy of the computation and Good Time Data sheets when completed. The individual auditing the file must sign and date the same sheets upon completing the audit. Whenever a change is made to the computation, these same procedures will be followed.

The Good Time Data sheet (not a new computation sheet) must be printed, audited and signed when updated. Any documentation to support the changes in the Good Time Data sheet must also be signed and dated (e.g., PD-15).

The hard copy of the computation with original signatures will be placed in the J&C file. A copy is sent to Unit staff for inclusion in the Inmate Central file and to the inmate.

#### **a. Parole, Special Parole Term, & Mandatory Release Violators.**

A SENTRY Sentence Monitoring Independent Sentence Computation will be done on all parole and mandatory release violators, upon

arrival at the first Bureau institution (including holdover institutions).

The Independent Sentence Computation must include credit for all street time in order to project the inmate's earliest possible release date. If the results show an imminent or overdue release date, the U.S. Parole Commission (USPC) is to be notified and the hard copy of the Independent Sentence Computation documented. The Independent Sentence Computation will then be included in the inmate's transfer packet, provided he/she is not an immediate release.

ISM staff will calculate the violator term within five working days from the date the Notice of Action (NOA) is received from the USPC.

When auditing violator terms, an audit of the original and any related violator computations must be performed.

**b. Judgment/Commitment Order.** Prior to calculating an inmate's sentence, ISM staff must carefully analyze the Judgment and Commitment Order to ensure it is in accordance with applicable statutes and case law. Sentencing statutes are not always applied consistently by the courts, therefore, it is important for ISM staff to research applicable policies, statutes, and guidelines carefully.

Carefully review the Offense/Charge Remarks on the Inmate Load Data to ensure they reflect the court docket number(s), offense(s), and length of sentence. If any discrepancies are found, the remarks must be correctly updated. (See Program Statement, Security Designation and Custody Classification Manual.)

In some cases, a court will enter an order that is contrary to the Bureau's statutory interpretation. If the order does not involve the awarding of jail credit, then the Bureau must calculate the sentence based on the Court order then write a letter, through the prosecuting Assistant U.S. Attorney (AUSA), seeking clarification from the court for the Warden's signature.

The ISM or designee is to prepare the letter. It must:

- C Include the inmate's committed name, register number, docket number, and other pertinent information relating to the case,
- C Be addressed in a courteous manner, and,

- C Convey to the Court that the Bureau is seeking assistance to carry out the Court's order properly and a response is desired for clarification only.

A copy of the letter will be forwarded to the RISA for comment prior to submission to the AUSA. A copy will also be placed in the J&C file for documentation.

If the order involves the awarding of jail credit that is contrary to the Bureau's statutory interpretation, ISM staff must perform an Independent Sentence Calculation based upon the Judgment/Commitment Order and one based upon Bureau's statutory interpretation. The RISA will then be contacted for guidance.

Certain cases do not coincide with those covered by policy, nor with previous legal precedent the Bureau has accepted. ISM staff are encouraged to suggest a possible solution when referring unusual cases to the RISA. If a case has national implications, the RISA is to refer the case to the Operations Section, Central Office.

**c. Verifying Court Orders.** The authenticity of court orders must be confirmed before the ordered action is taken. Court orders that are not verified through the U.S. Marshal's Office must be verified as follows:

- C Telephone the Clerk of the U.S. Court of issuance to verify the order and its exact language. If the Clerk is unavailable, telephone the AUSA or USPO in the district of issuance. Verify the inmate's entire name, docket number, date of order, and court signature(s).

Note on the Judgment/Commitment Order the date verified, name, title, and telephone number of the verifying person, signature of the ISM staff making the inquiry, and name of the institution. When verification of court orders or modifications cannot be obtained, contact the RISA.

- C Ensure the U.S. Court's seal and the court clerk's signature have been affixed to the order and the judge's signature is on the order in possession. Some orders are received by facsimile machines with an electronic certification attached. These orders will be accepted after verbal verification. A certified hard copy of all other orders will be requested via U.S. mail.
- C For orders to vacate or modify a sentence, compare the docket number(s) on the modifying court order with the docket number(s) on the original Judgment/Commitment Order. The modifying order may only affect a portion of the

sentence being served or a portion of a concurrent or future term. For this reason, it is important that the court's intent is clearly understood. If the order is vague, contact the Clerk of the U.S. Court of issuance or AUSA for clarification.

- C In cases involving petitions for writs of habeas corpus, when a court grants the petition or orders an inmate's release, contact the Clerk of the U.S. Court of issuance to verify the order's validity and exact language. The documentation verification procedures previously stated apply.
- C Requests for Production will be verified by contacting the AUSA issuing the request. The documentation verification procedures previously stated apply.
- C Judicial orders and recommendations involving situations other than sentencing, i.e. designations, furloughs, compassionate release, etc., must be delivered to the Chief Executive Officer after review by the ISM.

**d. Source Documents and Legal Reference Material.** Computing a sentence involves using compiled data to produce a reasonable and logical interpretation of the sentencing court's mandate. The compiled data usually comes from "source documents" which include, but, are not limited to Court Orders, Judgment/Commitment Orders, Individual Custody and Detention Reports (USM-129) for each geographical area the inmate was in custody, correspondence relating to the sentence, jail credit, or fines, Pre-sentence Investigation Reports (PSI), USPC Notices of Action (NOAs), Notices of Escaped Federal Prisoner, and Unescorted Transfer and Commitment Cards.

In addition to source documents, the ISM must have ready access to the following legal reference material:

- C Federal Rules of Criminal Procedures, Title 18, Title 21 Chapter 13, Title 28 Chapter 175, and Title 46 Chapter 38 (paperback, non-annotated West Publishing),
- C Title 28, Code of Federal Regulations (Government Printing Office),
- C Title 8, U.S.C. is recommended for Detention Centers and Jail Units with INS and pretrial detainee's (annotated - West Publishing),
- C Title 22 and Title 24, D.C. Code are recommended for those facilities which house D.C. Code violators,

- C All Program Statements and Operations Memoranda in the 1000 and 5000-7000 series that pertain to the Inmate Systems Management Department procedures and functions. Departments with immediate access to BOPDOCS or the Intranet need not maintain paper copies of Program Statements, and,
- C United States Sentencing Commission Guidelines Manual (Government Printing Office).

These references will be in addition to any staff legal materials or the inmate law library and will be maintained as institution property that will not be removed. The ISM will ensure the above materials are kept current and will check the BOPDOCS "CDLIST" or "CDNEWS" to review any major policy changes.

**e. Transfer Audits.** ISM staff will complete a transfer audit at the inmate's second designated institution. If the sentence computation is correct as originally computed, the auditor will stamp or mark "Transfer Audit" on the computation and good time data sheets, then sign and date them. If it is believed that the original computation is incorrect, the institution's RISA will be contacted for final determination.

Significant changes to the sentence computation, as a result of the RISA's final determination, will be made, with a brief explanation in the computation's Sentence Remarks section. New sentence computation and good time data sheets will be printed, signed, and dated by the computing and auditing ISM staff, and placed in the J&C file.

Any written documentation from the RISA or a memo to the file outlining the circumstance will be filed on the left side of the J&C file, under the Correspondence Relating to Sentence or Jail Credit section. When a determination cannot be made at the Regional Office level, the RISA is to contact the Operations Section, Central Office.

If there is a detainer on file when an inmate is received in transfer, ISM staff at the receiving institution will notify the detaining authorities of the transfer by use of the Detainer Action Letter.

If the inmate's Extra Good Time has been projected on SENTRY, the receiving facility will perform the Extra Good Time Update transaction to remove the inmate from earning status as of the day of arrival at the designated institution. However, the inmate will remain in earning status if removal from the institution is due to the need for medical treatment, furlough, or a court appearance.



**f. Verification of Birth Date for Federal Juvenile Delinquency Act (FJDA) Commitments.** Probation or commitment under the terms of the FJDA may not extend beyond the juvenile's 21st birthday or the maximum term which could have been imposed on an adult convicted of the same offense, whichever is sooner, unless the juvenile has attained his/her 18th birthday. In such cases, probation or commitment may not exceed the lesser of two years or the maximum term which could have been imposed on an adult convicted of the same offense. For this reason, birth dates on FJDA cases must be verified.

Often, the U.S. Probation Officer will verify the date of birth and report it in the PSI. If so, this is sufficient.

If not, verification must be requested from the Bureau of Vital Statistics in the state of birth. The request letter must include the birthplace, date claimed and the full names of both parents. A fee is often charged for a records search. Payment of the fee is a legitimate expense and must be coordinated with the Financial Management Office.

**g. Aliens.** As a result of the Enhanced Institution Hearing Programs (IHP) and other statutes regarding deportation of aliens, most foreign born inmates will know their deportation status prior to their release from their federal sentences. INS will monitor inmates not designated into the Enhanced IHP via SENTRY. The Criminal Alien Program at FDC/FCI Oakdale will continue to designate aliens to this program at the end of the inmates' sentences.

Aliens who are participating in the Enhanced IHP will have CMA assignments reflecting their current status. Case management staff at the designated institution will enter the appropriate CMA assignments into SENTRY. FDC/FCI Oakdale ISM staff will enter the CMA assignment for those aliens participating in the Criminal Alien Program at FDC/FCI Oakdale.

When a release audit is performed on a file for an alien and no determination has been made regarding deportation status, local INS must be contacted immediately to review the alien's case. Local procedures must be established with appropriate INS offices to review these type of cases.

**h. Inmate Committed and Legal Names.** The name entered on the Judgment/Commitment Order is considered the committed name to be used by the inmate, as well as the Bureau. SENTRY must reflect the committed name, which may only be changed by an order from the federal sentencing court. Court orders will be filed in the J&C File in accordance with Chapter 5 of this Manual.

A file review will be conducted on inmates with multiple judgments. Based on the review a committed name will be selected.

- Inmates who are committed on a new judgment, and have a pending violation, will have their committed name reflect the name used on the new judgment.
- Inmates who are committed as violators will retain the name used on their original commitment.
- Inmates who are committed to serve a violator term, and at the same time committed on additional judgments (whether aggregable or not), will be admitted with the name used on the original commitment (prior to violation).
- In complex situations, or if further clarification is required, contact the Regional Inmate Systems Administrator (RISA).

Some Judgment/Commitment Orders indicate "legal" names or "true" names in addition to the committed names used in the criminal case. A SENTRY code for "legal" name has been established for this purpose. The SENTRY "legal" name field must be updated to include any of these types of names the sentencing court provided.

Additionally, inmates may adopt name changes in accordance with religious affiliations or other lawful means. It is the inmate's responsibility to provide the ISM with verifiable documentation of the name change which will be entered by staff in the SENTRY "legal" name field.

Names that are inflammatory, and contrary to the institution's security or orderly operation are not acceptable. When a religious name is questionable, consultation with the institution Chaplain may be necessary. When an inmate's name change is other than by federal court order, the Warden has final discretion whether to give it effect through Bureau records. Inmates dissatisfied with the Warden's decision may file a formal grievance through the Bureau's Administrative Remedy Program.

## **602. FINES AND COSTS**

It is the ISM's responsibility to indicate on the SENTRY Sentence Computation Record the existence of fine or cost penalties. They are also responsible for coordinating administrative procedures required of the Bureau to process the release of inmates with satisfied or unsatisfied fines and/or costs. (For any fines and costs related to old law sentences, see the Program Statement on Fines and Costs.)

Inmates wishing to satisfy fines and costs must contact unit staff.

ISM staff must verify with Unit staff that inmates with fines agree in writing, to establish a payment schedule with the court prior to being released to a period of supervised release [Title 18 U.S.C. § 3624(e)]. A copy of the agreement will be retained in the J&C file.

Supervised Release Violators who had a fine imposed on the original sentence will continue to have the fine on the violator term unless there is documentation indicating the fine has been paid or the court has removed or waived the fine. ISM staff will load the original fine in SENTRY when computing the sentence for the violator term.

ISM staff will notify the U.S. Attorney in the sentencing district of any inmate released with a fine that has not been paid in full. This notification will be on the Notice to U.S. Attorney of Release of Inmate With Criminal Fine Judgment (BP-384).

A "new law" inmate who refuses to set up a payment plan with the Probation Officer through his or her unit team and does not have supervision to follow will be released from custody. However, a "new law" inmate will not be released if there is supervision to follow, and the inmate refuses to agree to adhere to an installment payment schedule. ISM must contact the RISA for consultation in these type cases.

### **603. ASSESSMENTS**

The court, under 18 U.S.C. § 3013, is required to assess convicted defendants based on the offense classification. Offenses are classified in 18 U.S.C. § 3559.

It is the ISM's responsibility to indicate on the SENTRY Sentence Computation Record the existence of assessments.

ISM staff ordinarily do not become involved with the collection of assessments and are not required to make determinations as to whether the assessments have been paid. Generally, the assessment will be collected from the inmate prior to payment of any fines, as outlined in the Program Statement on Financial Responsibility Program, Inmate.

Occasionally, payment of special assessments may be a condition of supervised release. There is generally a five year limitation on payment of assessments at which time, the court marks these assessments as uncollectible. If the inmate refuses to pay a

special assessment during his or her incarceration, the unit team will make the necessary notations even if five years have passed since the judgment.

#### **604. COURT PROCEEDINGS**

**a. Responses to Court Orders.** When inmates have grievances with Bureau actions, they will use the Administrative Remedy process to seek relief. If the relief sought is denied, the inmate may appeal to the Regional and Central Office.

Once denied by the Central Office, the inmate may file a petition for relief with the federal court. Usually, the court issues a show cause order requiring the Bureau staff to appear to present to the court the reason(s) why the relief should not be granted. In some cases a declaration is required.

It is critical for the ISM to work closely with institution legal staff and the U.S. Attorney to ensure responses are prepared appropriately and filed by the deadline(s) set by the court.

**b. Testifying in Court.** The ISM or designee is often called upon to represent the institution in court proceedings to testify in support of sentence computations, commitment authority, or chain of custody.

As a witness, the ISM or designee must be thoroughly prepared on every detail of the case in which testimony is expected. Meetings with the processing AUSA prior to giving testimony are encouraged. Things to remember when testifying in court include:

- Dress well and be courteous,
- Be attentive,
- Think before you speak,
- Speak clearly,
- Make sure you understand all questions addressed to you,
- Answer all questions directly,
- Be fair,
- Be helpful, not funny, and,
- Never lose your temper.

## CHAPTER 7

### DETAINERS, INTERSTATE AGREEMENT ON DETAINERS, FOREIGN DETAINERS, AND WRITS

#### 701. INTRODUCTION

The Interstate Agreement on Detainers Act (IADA) allows the disposal of detainers lodged against inmates by jurisdictions in states that are party to the agreement. Either an inmate or a state may initiate proceedings for this purpose. Under the IADA, a jurisdiction having an untried indictment, information, or complaint lodged as a detainer may secure temporary custody of the inmate for trial.

The IADA is not meant to be the exclusive means of obtaining an inmate's custody for prosecution. A state may, with the Warden's approval, obtain a prisoner by means of a writ **ad prosequendum**.

#### 702. DEFINITIONS

**a. Detainer.** A formal request from a federal, state, or local jurisdiction for an inmate's custody upon completion of a term of imprisonment. This definition includes requests for criminal and non-criminal charges (e.g., material witnesses, deportation, probation/parole violator warrants, etc.).

**b. Interstate Agreement on Detainers Act (IADA).** A statutory provision authorizing "party states" to enter an agreement, for the disposition of "**untried**" charges, indictments, informations, or complaints, which form the basis of a detainer. The agreement applies to all detainers based on pending charges lodged against an inmate by a "party state," no matter when the detainer was lodged. The IADA does not apply to probation/parole violators (see Carchman V. Nash, 473 U.S. 716, 105 S.Ct. 340, 87 L.Ed.2d 516 (1985)).

**c. Charge.** Any untried indictment, information, or complaint.

**d. Notify.** A formal request from a federal, state, or local jurisdiction for notification before an inmate's release from a term of imprisonment.

**e. Party State.** The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes. The states of Louisiana, Mississippi, and the Commonwealth of Puerto Rico, have not joined the IADA to date.

#### 703. LODGING A DETAINDER

**a. Requirements.** For a state or local authority to lodge a detainer against an inmate in Bureau custody, including Bureau-contracted private corrections facilities, the requesting authority must provide a copy of the warrant/abstract along with a cover letter requesting placement of a detainer in its favor.

Ordinarily, the warrant/abstract should be certified, however, if the requesting authority does not certify this document, ISM staff must verify its authenticity with the requesting authority via telephone and document the verification on the document.

If the warrant/abstract is received without a letter requesting placement as a detainer, staff must return the document(s) to the issuing agency with instructions to forward a certified copy of the warrant/abstract along with a cover letter. ISM staff will use the Detainer Action Letter (DAL) (BPS-394) for this purpose.

Federal authorities are not required to provide certified copies of the warrant/abstract to lodge a detainer in their favor. The nature of the federal detainer, however, must be clear on the documentation presented to the institution.

When a federal detainer is filed, ISM staff will advise the inmate of his/her right to a speedy trial under the provisions of 18 USC 3161. If at any time thereafter, the inmate informs the custodian that they demand a trial, such person will notify the U.S. Attorney or AUSA who filed the detainer promptly. Forms used for notifying inmates of the filing of the Federal detainer based on untried charges, are usually sent with the USM's detainer request. If not, notify the requesting USM.

**b. Inmate Systems Management (ISM) Review.** ISM staff must review the FBI RAP sheet and the PSI to learn the existence of any possible pending charges or sentences. When possible pending charges or sentences are indicated, ISM staff will initiate an inquiry by sending a DAL to the appropriate officials, usually the Sheriff or Prosecuting Attorney. The ISM or designee must sign the DAL.

**Note:** FBI Rap Sheets are requested when an inmate arrives at his initial designation. Additional information may be obtained by submitting an NCIC request.

If no response is received within 30 calendar days, a second DAL will be forwarded. If no response has been received at the time of the release audit, a third and final request will be sent. All DAL requests should include a business reply envelope. Local

procedures must be established to ensure the second DAL is sent in a timely manner for all unanswered detainer inquiries. A copy

of the DAL will be placed in the J&C file. Copies will also be forwarded to the appropriate unit staff for inclusion in the Inmate Central File and to the inmate.

**c. SENTRY Update.** When a detainer or Request for Notification is received, ISM staff will update the inmate's current commitment status (Sentence Monitoring, Update Current Commitment screen) in SENTRY. Information loaded in the remarks field must include:

- The requesting agency
- Type of request (detainer or notify),
- Charge/offense, and
- Length of a sentence or violator term, when available.

ISM staff will update the inmate's current commitment status each time a detainer or notification is filed, removed, or changed.

#### **704. U.S. MARSHALS SERVICE (USMS) & IMMIGRATION AND NATURALIZATION SERVICE (INS) DETAINERS**

Warrants are not required when the USMS or INS files a federal detainer. Ordinarily, USMS Form M-16 or INS Form I-247 is used for this purpose.

ISM staff are encouraged to establish procedures with the local INS office in order to streamline receipt and verification of the INS Form I-247. A DAL may be used for this purpose, however, if local procedures are established, appropriate distribution of the lodged detainer must be followed within the institution.

#### **705. U.S. PAROLE COMMISSION WARRANTS**

If a U.S. Parole Commission (USPC) warrant has been filed as a detainer, ISM staff will begin the sentence only when the Notice of Action (NOA) is received from the USPC. A copy of the DAL and a complete copy of the USPC warrant to include the warrant application, will be forwarded for inclusion in the inmate central file. The USPC will specify the date to begin the parole violation term and ISM staff will calculate the violator term as commencing on the specified date. Once calculated, the warrant must be removed as a detainer.

The parole violation warrant will not be executed until the date the violator term actually begins. The original warrant will be forwarded to the USPC as notification of the action, complete

copies of the executed warrant will be forwarded to the unit team for inclusion in the inmate's central file and filed/retained in

the J&C file.

#### **706. PRE-RELEASE NOTIFICATION**

No later than 60 days prior to an inmate's release, ISM staff will notify the agency that placed a detainer, usually via a DAL, of the inmate's projected release date. The authority filing the detainer must notify the institution of its intent to take custody of the inmate. It is the responsibility of the agency placing the detainer to arrange with the local law enforcement authorities when the need for an extradition hearing arises.

If the requesting authority shows, in writing, it will not take custody of the inmate, the detainer will be canceled, the warrant will be returned, and the institution may continue with release planning. The unit team will be notified of the removal of all detainers via DAL. If the detainer is dropped within 30 days of release, the unit team will be notified of the action without delay (ordinarily within the same business day).

If the filing authority has shown it will take custody, but on the day of scheduled release, chooses not to, the filing authority must provide written documentation of its intent. A fax copy is adequate, however, ISM staff will verify the document and file it in the J&C file. If the filing authority cannot provide written documentation, telephonic verification will be accepted and documented accordingly. In either case, the inmate will be released to the community, provided no other detainer has been lodged against the inmate.

If multiple detainers have been filed, custody will be offered first to the earliest lodged detainer. All jurisdictions that have lodged detainers are to be notified of the detaining authority taking custody at release to allow those jurisdictions to re-file their detainer(s). Federal detainers, excluding INS deportation matters, will take priority over non-federal detainers. Normally, INS will not want custody of an inmate until all state and federal criminal matters have been satisfied.

#### **707. PAROLE TO A DETAINER**

When an inmate is granted parole to a detainer, all appropriate staff must refer to the conditions cited on the USPC Notice of Action to ensure compliance. When situations arise that are unclear, ISM staff must contact the USPC for further direction.

#### **708. EXTRADITION**

An inmate's extradition from one state to another will be the



sole responsibility of the state in which the inmate is being housed. The exception exists when an inmate files for disposition of charges under the provisions of Article III of the IADA.

Under Article III, the inmate waives extradition rights, only for those charges for which he is being removed, and may be turned over directly to the agency that placed the detainer.

**Note:** Extradition hearings are not required in some states. See Chapter 10 of this Manual for the list of states not requiring extradition hearings.

If the inmate is due for release, has a detainer on file for an outstanding charge or conviction, has not waived extradition, and the local Sheriff refuses to take custody of the prisoner, ISM staff must contact the Attorney General's office in both the state the inmate is housed and the state that lodged the detainer.

It must be made clear to the Attorney General's office that the Bureau is obligated, by statute, to release the inmate at the expiration of the sentence and cannot violate any state extradition law by releasing the inmate directly to the state requesting custody.

## **709. INMATE NOTIFICATION AND RESPONSE**

The IADA applies to federal and state inmates who have entered upon a term of imprisonment in an institution designated for service of the sentence. Resolution of any **untried** charges may be obtained through provisions of the Act. The portions of the Act related to inmates confined in federal institutions are incorporated as follows:

**a. Availability.** The IADA is not available for the inmate or the prosecutor until the inmate arrives at the designated institution for service of the sentence. Before reaching the designated institution, the requesting agency may obtain custody via a writ of habeas corpus ad prosequendum (see the Program Statement on Transfer of Inmates to State Agents for Production on State Writ).

**b. Notification.** Article III(c) provides that the Bureau is required to inform the inmate of all sources and contents of any detainer lodged. ISM staff will notify the inmate by completing and forwarding the Notice of Untried Indictment, Information or Complaint and Right to Request Disposition Form (BP-S235) to the inmate.

**c. Inmate Appearance in Court.** An inmate may appear in state court to dispose of pending charges under Article III of the IADA. If a situation occurs that precludes an inmate's release under this provision (i.e., medical condition, other pending court actions, security concerns, etc.) the Regional Counsel and the requesting agency will be consulted to discuss and resolve any conflicts.

#### **710. INMATE REQUEST FOR FINAL DISPOSITION**

Article III(d) provides that once an inmate has been notified of the source and content of any detainer, and the inmate has arrived at the designated institution, the inmate may request final disposition of the charges for which the detainer is based. By doing so, the inmate waives the right to contest extradition for any charges that form the basis of the request.

This waiving of extradition also applies to service of any sentence that results, after completing the term of imprisonment in the sending state. Extradition procedures will apply separately to charges unrelated to the IADA charges.

**a. Waiver of Extradition.** A Waiver of Extradition means that the receiving state may take custody of the inmate directly from the institution, for those charges that the IADA is based upon, regardless of whether the state in which the institution is located would require that the inmate be released to its jurisdiction to satisfy the extradition rules for its state.

**b. Appointment of Counsel.** The inmate initiates final disposition of pending charges by completing the Inmate's Notice of Place of Imprisonment and Request for Disposition of Indictment, Information, or Complaint form (BP-S236). It is important that the inmate show on the BP-S236, his or her designated counsel or request the court to appoint counsel for representation. If the inmate needs assistance to complete the form, institution staff must assist.

**c. Disposition of Charges.** Once an inmate requests disposition of charges, ISM staff will prepare the Certificate of Inmate Status form (BP-S238) and the Offer to Deliver Temporary Custody form (BP-S239).

**d. Required Paperwork - Distribution.** ISM staff will prepare a Prosecutor's Notification letter (see sample - Exhibit 1) and mail it along with the inmate's request for final disposition of charges to the prosecuting official. This letter addresses the prosecutor's requirement to send the Bureau the following **completed** forms:

- Agreement on Detainers Form VI - Evidence of Agents Authority to Act for Receiving State (BP-S564),
- Agreement on Detainers Form VII - Prosecutor's Acceptance of Temporary Custody Offered in Connection with a Prisoner's Request for Disposition of a Detainer (BP-S566), and
- Prosecutor Certification Form (BP-S565). A blank copy must be included in the IADA packet sent to the prosecutor.

The Prosecutor's Notification letter must also address any security requirements the Bureau deems necessary.

**e. Notification to the Receiving State.** ISM staff must notify the following of the inmate's request:

- Clerk of the Court, via certified mail, return receipt,
- Prosecuting Officer, via certified mail, return receipt, and
- IADA Compact Administrator, via First Class Mail.

Copies of the forms, along with the cover letter are to be forwarded to each of the above. In addition, copies of the forms and letters are to be placed in the J&C file, Inmate Central File, and a copy forwarded to the inmate.

**f. Additional Notifications.** ISM staff will also mail, via First Class Mail, a copy of the IADA packet to any other prosecutor and Clerk of the Court who has lodged a detainer from the state in which the inmate's request for final disposition is being sent. The prosecuting officials must be notified by an accompanying letter (see sample, Exhibit 2) that all such indictments, informations, or complaints, as listed on form BP-S239, must be disposed of according to the provisions of Article III of the Agreement.

**g. Notification Follow-Up.** ISM staff will determine, two weeks after mailing, whether the IADA packet has arrived at the proper destinations and the institution has received the return receipts. If ISM staff have not received a reply to the inmate's request for disposition within **90** days, or to any letters of notification sent to other jurisdictions in the state, ISM staff must contact the prosecutor and the State IADA Administrator in the receiving state to learn the state's intent for assuming temporary custody (see sample, Exhibit 3).

**h. Return Receipts.** The return receipts will be placed in the J&C file and attached to copies of the appropriate IADA forms. ISM staff must set up a retrieval system for tracking the two-week follow-up date.

**i. 180-Day Period.** If the inmate has not been brought to trial within 180 days from the date prosecuting officials received the IADA packet, ISM staff will correspond with the prosecutor (see sample, Exhibit 3) calling attention to the lapse of the 180-day period. Only the state may authorize the removal of its detainer. The inmate must address any request regarding a possible violation of the IADA to the appropriate state court.

**j. Before Temporary Release to IAD.** ISM staff will present and explain the Inmate Acknowledgment of Responsibilities form (BP-S567), to the inmate when application is made for disposition of charges pursuant to Article III of the IADA, or when the inmate is notified of a request for custody according to Article IV of the IADA.

If the inmate is **improperly released** to the community by local authorities or improperly transferred to any non-federal facility or agency while under the IADA process, this form requires the inmate to call the person designated on the BP-S567 (collect or through any other communication systems available) immediately, upon the release or transfer.

- ISM staff must have the inmate sign the BP-S567 before release to state agents under the IADA. If the inmate refuses to sign the acknowledgment, staff must advise the inmate of the form's contents and document the refusal to sign.
- The Warden designates the contact person to be listed on the BP-S567.
- ISM staff must provide a copy of the BP-S567 to the Control Center and the Operations Lieutenant. This form provides the basis for accepting an inmate's collect call. If the inmate is improperly released to the community, the contact person will instruct the inmate to surrender to the nearest U.S. Marshals Service Office.

#### **711. PROSECUTOR REQUEST FOR TEMPORARY CUSTODY**

Article IV gives the prosecutor an opportunity to request temporary custody of an individual. The purpose is to resolve the "untried" charges, which form the basis of the associated detainer. Ordinarily, a prosecutor's request is received as an Agreement on Detainers Form V, Request for Temporary Custody (BP-S568).

Sometimes, a state writ of habeas corpus is issued. When this occurs, and a detainer has been lodged, the state writ will be treated the same as the Agreement on Detainers Form V. All

previously stated procedures will apply.

**Note:** If a detainer is on file for one jurisdiction and another jurisdiction within the same "party state" files a state writ, the state writ will be treated as an Article IV request and the inmate must go out "IAD" on all.

**a. 30-Day Period.** Under the provisions of Article IV(a) the Warden has up to 30 days to approve or disapprove the state's request for temporary custody. During this time, the inmate may petition the Warden to disapprove the state's request for temporary custody.

The Warden is not obligated to grant the inmate's request and may use some or all of the 30-day period to decide whether to grant the state's request for temporary custody. The 30-day period begins on the date the prosecutor's request is received at the institution.

**b. Notice to the Inmate.** Once the request for temporary custody is received from the prosecutor, the inmate will be provided a copy of the Agreement on Detainers Form V (BP-S568) or a copy of the writ, which will serve as official notification. Anytime before the date the state accepts the inmate's custody, the inmate may request final disposition of charges under the provisions of Article III.

**c. Required Paperwork - Distribution.** After receiving the Agreement on Detainers Form V (BP-S568) from the prosecutor, ISM staff will prepare the following:

- Certificate of Inmate Status (BP-S238),
- Offer to Deliver Temporary Custody (BP-S239), and
- Prosecutor Certification Form (BP-S565). A blank copy must be included in the IADA packet sent to the prosecutor.

These forms will be forwarded, with the Prosecutor's Request for Temporary Custody letter (see sample, Exhibit 4), to the prosecutor requesting custody. The letter must state that the offer to deliver temporary custody is contingent upon receiving a properly executed copy of the Agreement on Detainers Form VI (BP-S564) and the completed Prosecutor Certification (BP-S565).

**d. Notification to the Receiving State.** ISM staff must send copies of BP-S238, BP-S239, and BP-S565 to any other prosecutor and Clerk of the Court who has lodged a detainer within the same state that requested temporary custody. All forms will be mailed via certified mail, return receipt.

Copies of the forms, along with the cover letter are to be forwarded to the receiving state's IADA Administrator by first class mail. Copies of the forms and letters are to be placed in the J&C file and the Inmate Central File, and a copy is to be forwarded to the inmate.

#### **712. CHALLENGES TO AN INMATE'S IADA RIGHTS**

If an inmate says that his or her rights have been violated under the IADA, the inmate will be advised to contact the state authorities or his or her attorney. The Bureau does not decide the validity of the detainer or violation of any IADA provision. All detainers will remain in full force and effect, unless and until the charges from the "receiving state" are dismissed and/or the receiving state authorizes, in writing, the removal of the detainer.

**a. Return of Inmate Before Completion of Proceedings.** If the inmate is returned to the "sending state" before the completion of all state court proceedings, the "sending state" will honor the "receiving state's" request for temporary custody. Regardless of the outcome, the detainer will remain on file. The original IADA paperwork suffices to return the inmate to the "receiving state." Requirements applicable to the initial temporary transfer for custody will still apply.

**b. Re-filing of Charges.** If an inmate files for disposition of charges and the state drops the detainer that forms the basis for the inmate's request, the detainer will be returned to the originating agency, making the inmate's IADA request moot.

Once the detainer is removed, all documentation, except the letter requesting removal of the detainer and the Place of Imprisonment form (BP-S236), will be disposed of. If the same agency wishes to re-file the same charges later, it may do so, and the detainer request will be honored and the inmate may again request disposition of the charges under the IADA.

ISM staff must verify any correspondence requesting a detainer's removal.

**c. State Writ Request - No Detainer on File.** If the state wishes to issue a "state writ," requests temporary custody, and does not file a detainer, the inmate may be released via "state writ." (See Section 711 for note).

#### **713. FOLLOW-UP OF TRANSFER**

To ensure that inmates released under the IADA's provisions remain in custody and are returned to the sending institution

upon completing court proceedings, ISM staff will contact the authorities who have custody of the inmate, at two-month intervals, to learn the inmate's status. These contacts are to be documented in the J&C file and include:

- Date of contact,
- Name of person contacted,
- Current status of the inmate, and
- Name of the staff member making contact.

Upon the inmate's return to the institution, this documentation may be discarded, if appropriate, at the discretion of the local ISM.

#### **714. FEDERAL INMATES HOUSED IN NON-FEDERAL FACILITIES**

Federal inmates housed in non-federal facilities, i.e., state concurrency cases and long term boarders, may request disposition of "**untried**" indictments, informations, or complaints pursuant to Article III of the IADA, provided those charges are lodged as detainers with the authorities who are housing the inmate. Staff at the non-federal facility are responsible for processing the IADA.

All policies governing the state in which the inmate is housed will be followed regarding the federal inmate. Similarly, the prosecuting officer can request a federal boarder's temporary custody under Article IV of the IADA provided a detainer is on file and the charges which form the basis for the detainer are otherwise processed under the Agreement.

When the CCM or RISA receives a detainer, the original detainer, and any other correspondence concerning the detainer will be forwarded to the state facility housing the inmate. When applicable, the Bureau is to maintain a copy of the detainer paperwork in the J&C file.

When the IADA's provisions arise for federal prisoners boarded in the States of Mississippi, Louisiana, or the Commonwealth of Puerto Rico, the CCM or RISA will contact the appropriate Regional Counsel for further instruction.

#### **715. STATE BOARDERS HOUSED IN BUREAU CUSTODY**

All requests for disposition of charges by the inmate or a prosecutor's request for temporary custody of an inmate placed as a State Boarder in a federal facility, will be processed in the same manner as if the State Boarder was a federal prisoner.

#### **716. FOREIGN DETAINERS**

If information indicates an inmate may be wanted in a foreign country, (i.e., foreign criminal charges, escape from a foreign prison, etc.), ISM staff will make a written request to the Operations Section, Central Office, to investigate possible pending foreign charges. The request must include the source document that is the basis of the inquiry.

Once received, Central Office ISM staff will review and forward the request to the Director, OIA. Follow-up procedures and time frames will be the same as for domestic DALs.

If the inmate is wanted in a foreign country, the foreign country files a request for extradition with the Director, OIA. OIA then contacts the International Coordinator at the appropriate U.S. Attorney's Office who assigns an AUSA to handle extradition proceedings through the Federal court.

If the court determines the inmate is to be extradited to the foreign country, it will issue an Order of Extradition or warrant, to be filed with the U.S. Marshal's Service (USMS) as a detainer.

#### **717. FEDERAL WRITS AND REQUESTS FOR PRODUCTION**

Federal Writs of Habeas Corpus and Requests for Production are issued by the court and U.S. Attorneys. The purpose is to bring confined individuals to court for hearings on issues concerning the legality or conditions of confinement, modification of a sentence, new prosecution, or as a witness to give testimony.

Civil and Criminal Writs of Habeas Corpus from the D.C. Superior Court will be considered and processed as Federal Writs.

ISM Staff must contact the issuing court or U.S. Attorney to verify the authenticity of the writ or production request. The verification will be noted on the document itself and will include the date and signature of the staff member making the verification and the name of the court official providing the verification. Some local courts may not verify the authenticity of writs. In these cases, contact the RISA for further guidance.

If the institution has not previously received a copy of the writ or production request, the agent directed to assume custody must present it upon arrival to the institution. Ordinarily the agent will be a Deputy U.S. Marshal from the district in which the inmate is located. If the writ/Request for Production calls for appearance in another district, transportation is arranged by Prisoner Coordination of the U.S. Marshals Service.

At two month intervals, ISM staff will contact the custodial



authorities to determine the inmate's status. Upon the inmate's return to the institution, this documentation may be discarded, if appropriate, at the discretion of the local ISM.

#### **718. STATE WRITS**

The Warden may authorize an inmate to be released on writ for production in state court. If the production is for a civil case pursuant to a Writ of Habeas Corpus ad Testificandum, the release must also be cleared through the Regional Counsel.

All authorized releases via state writ will require ISM staff to verify the authenticity using the same procedures as for a federal writ. (See the Program Statements on Transfer of Inmates to State Agents for Production on State Writs and Releasing Inmates to a Transporting Officer via Escort or Bus.)

The Release Authorization (BP-392) will serve as the receipt of the official taking custody of the inmate being released on a writ.

Inmates who are released on writ or Request for Production, under the provisions of 18 U.S.C. § 3621(D), will remain in custody and will be returned to the sending institution when court proceedings are completed. At two month intervals, ISM staff will contact the custodial authorities to determine the inmate's status. All contacts will be documented in the Inmate Remand or Commitment File.

Each institution will establish their own procedures to document the date, phone number, name of person contacted, and the inmate's current status. Upon the inmate's return to the institution, this documentation may be discarded.

**PROSECUTOR'S NOTIFICATION (SAMPLE LETTER)**

**(DATE)**

**PROSECUTOR'S NAME**  
**TITLE**  
**STREET ADDRESS**  
**CITY, STATE ZIP CODE**

**RE: INMATE NAME**  
**INMATE REGISTER NO.**  
**STATE CASE/REFERENCE NO.**

Dear **PROSECUTOR'S NAME:**

The above referenced defendant has requested disposition of pending charges in your jurisdiction pursuant to the Interstate Agreement on Detainers Act (IADA). Necessary forms are enclosed.

We request action be taken under Article III of the IADA and IADA Forms VI, "Evidence of Agents' Authority to Act for Receiving State" and VII, "Prosecutor's Acceptance of Temporary Custody Offered in Connection with a Prisoner's Request for Disposition of a Detainer" be submitted to us, as necessary. The two (2) persons who are the designated agents to return the prisoner to your State must also be the persons whose signatures appear on the Form VI, BP-S564. It would be advisable to designate alternate agents whose signatures must also appear on the IADA Form VI, BP-S564, in the event the primary agents are unable to make the trip. Also be advised that the designated agents must have in their possession a copy of the IADA Form VI, BP-S564, proper identification, and a certified copy of the warrant when assuming custody of the prisoner. Any questions regarding this procedure may be directed to the individual listed below or the Agreement Administrator for your State.

Inmates who are temporarily transferred pursuant to the IADA remain under the primary jurisdiction of federal authorities. Should you accept temporary custody of this inmate, we wish to remind you that under Article V(e) of the IADA, you are required to return the above named inmate to this institution after prosecution on all pending charges. While this inmate is in your temporary custody, he or she will be held in a suitable jail that meets the level of security required by the Bureau of Prisons. **In addition, security requirements for the inmate (e.g., type of restraints, number of escorting staff, who may transport, etc.) must be met.** Any problems associated with this inmate must be

**PROSECUTOR'S NOTIFICATION**

Page Two

**RE: INMATE'S NAME**

reported to the individual listed below. This inmate may not be released on bail or bond while in your custody. Additionally, this inmate is not to be committed to a state correctional institution for service of any state sentence(s) that may be imposed because of your prosecution.

To help us with processing, please fill out the enclosed certification form and return to us before scheduling a date for assuming custody. Upon completion of the State proceedings contact this office to schedule a date for the inmate's return to federal custody.

If you have any questions on this matter, please call: **ISM NAME AND TELEPHONE NUMBER.**

Sincerely,

**CEO'S NAME**

/S/

**NAME**

**INMATE SYSTEMS MANAGER**

Enclosures: BP-Forms S236, S238, S239  
BP-S565, Prosecutor's Certification Form

cc: Clerk of Court  
State IADA Administrator

**OTHER PROSECUTOR'S NOTIFICATION (SAMPLE LETTER)**

**(DATE)**

**PROSECUTOR'S NAME**  
**TITLE**  
**STREET ADDRESS**  
**CITY, STATE            ZIP CODE**

**RE:    INMATE NAME**  
**INMATE REGISTER NO.**  
**STATE CASE/REFERENCE NO.**

Dear **OTHER PROSECUTOR'S NAME:**

The above referenced defendant has requested disposition of pending charges in **(ORIGINAL JURISDICTION)** pursuant to Article III of the Interstate Agreement on Detainers Act (IADA). According to Article III(d), the inmate's request also is a request for disposition of the charges in your jurisdiction lodged as a detainer. Consistent with the same Article, copies of the appropriate forms are enclosed. You should contact the prosecuting official named above to arrange for a transfer of custody once trial is had in their jurisdiction. Any questions regarding this procedure may be directed to the individual listed below or the Agreement Administrator for your state.

Inmates who are temporarily transferred pursuant to the IADA remain under the primary jurisdiction of federal authorities. Should you accept temporary custody of this inmate, and are the last to prosecute the inmate among those eligible to do so, you will be required to return him or her to this institution after prosecution of all pending charges that form the basis for your detainer (Article V(e)). While in your temporary custody, the inmate must be held in a suitable jail that meets the level of security required by the Bureau of Prisons. **In addition, security requirements for the inmate (e.g., type of restraints, number of escorting staff, who may transport, etc.) must be met.** Any problems encountered with this inmate must be reported to the individual listed below. This inmate may not be released on bail or bond while in your custody. Additionally, this inmate is not to be committed to a state correctional institution for service of any state sentence(s) that may be imposed because of your prosecution.

**OTHER PROSECUTOR'S NOTIFICATION**

Page Two

**RE: INMATE'S NAME**

To help us with processing, please fill out the enclosed certification form and return to us before scheduling a date for assuming custody.

If you have any questions on this matter, please call: **ISM NAME AND TELEPHONE NUMBER.**

Sincerely,

**CEO'S NAME**

/S/

**NAME**

**INMATE SYSTEMS MANAGER**

Enclosures: BP-Forms S236, S238, S239  
BP-S565, Prosecutor's Certification Form

cc: Clerk of Court (**COUNTY**)  
(**ORIGINAL PROSECUTOR'S NAME**)  
State IADA Administrator

**ARTICLE III FOLLOW-UP (SAMPLE LETTER)**

**(DATE)**

**PROSECUTOR'S NAME**

**TITLE**

**STREET ADDRESS**

**CITY, STATE                      ZIP CODE**

**RE:    INMATE NAME**  
**INMATE REGISTER NO.**  
**STATE CASE/REFERENCE NO.**

Dear **PROSECUTOR'S NAME**:

The above named subject applied for final disposition of pending charges pursuant to the Interstate Agreement on Detainers Act (IADA) which application was received in your office on **(DATE)**. As you are aware, under Article III of the IADA, Inmate **(NAME)** is to be brought to trial on these charges within 180 days from the date the forms were received in your office as noted on the certified mail receipt. It appears that Inmate **(NAME)** has not been brought to trial on the charges specified in your detainer and the 180-day period will lapse on **(DATE)**.

I would appreciate hearing from you at your earliest convenience as to your state's intentions in this case. Further arrangements may be made by contacting me at **(TELEPHONE NUMBER)**.

Sincerely,

/S/

**NAME**

**INMATE SYSTEMS MANAGER**

**PROSECUTOR'S REQUEST FOR TEMPORARY CUSTODY (SAMPLE LETTER)**

**(DATE)**

**PROSECUTOR'S NAME**  
**TITLE**  
**STREET ADDRESS**  
**CITY, STATE            ZIP CODE**

**RE:    INMATE NAME**  
**INMATE REGISTER NO.**  
**STATE CASE/REFERENCE NO.**

Dear **PROSECUTOR'S NAME**:

In response to your request for temporary custody pursuant to the Interstate Agreement on Detainers Act (IADA), applicable forms are enclosed. Please be advised subject has been notified of your Request and has been given 30 days in which to contact the Warden of this institution as to any reasons why he should not be produced in your State pursuant to the Agreement.

This 30-day period, provided under Article IV(a), expires on **(DATE)**. Any court proceedings must occur after this date. Please remit to this office completed Forms VII, "Prosecutor's Acceptance of Temporary Custody Offered " and VI, "Evidence of Agent's Authority to Act for Receiving State."

The persons designated as agents to return the prisoner to your State must also be the persons whose signatures appear on the IADA Form VI, BP-S564. Naming alternative agents would be advisable in case your primary agents cannot make the trip. The alternate agent's signatures should also appear on the IADA Form VI, BP-S564. Also be advised that the designated agents must have in their possession a copy of the warrant when assuming custody of the prisoner.

Inmates who are temporarily transferred pursuant to the IADA remain under the primary jurisdiction of federal authorities. Should you accept temporary custody of this inmate, we wish to remind you that under Article V(e) of the IADA, you are required to return the above named inmate to this institution after prosecution on all pending charges.

While this inmate is in your temporary custody, he/she will be held in a suitable jail that meets the level of security required by the Bureau of Prisons. **In addition, security**

**PROSECUTOR'S REQUEST FOR TEMPORARY CUSTODY**

Page Two

**RE: INMATE'S NAME**

**requirements for the inmate (e.g., type of restraints, number of escorting staff, who may transport, etc.) must be met.**

Any problems associated with this inmate must be reported to the individual listed below. This inmate may not be released on bail or bond while in your custody. Additionally, this inmate is not to be committed to a state correctional institution for service of any state sentence(s) that may be imposed because of your prosecution.

To help us with processing, please fill out the enclosed certification form and return to us before scheduling a date for assuming custody.

If you have any questions on this matter, please call: **ISM NAME AND TELEPHONE NUMBER.**

Sincerely,

**CEO'S NAME**

/S/

**NAME**

**INMATE SYSTEMS MANAGER**

Enclosures: BP-Forms S236, S238, S239  
BP-S565, Prosecutor's Certification Form

cc: Clerk of Court  
State IADA Administrator



## CHAPTER 8

### ESCAPE FROM CONFINEMENT AND EXTENDED LIMITS OF CONFINEMENT

#### 801. ESCAPE FROM CONFINEMENT

When an inmate escapes from an institution, the local FBI office and local law enforcement agencies must be notified and furnished with details of the escape and the escapee's identity in accordance with the National Memorandum of Understanding (MOU) and any other local procedures that may be established. To provide this notification, ISM must prepare a Notice of Escaped Federal Prisoner (BP-393). The notice will be produced in sufficient quantities to provide copies to all concerned agencies and the original filed in the J&C file.

The SENTRY Update Jail Credit/Inop Time transaction will be updated to show the inmate's sentence is in "inoperative" status as a result of the escape.

If an inmate escapes while temporarily released from custody (furlough, writ, etc.), it is the releasing institution's responsibility to update SENTRY to reflect the change in release status to escape. When an inmate escapes from a halfway house, procedures to follow are contained in the CCM Manual.

After completion of the required paperwork, the inmate central file and medical file will be forwarded to the ISM, where it will be maintained until the inmate is apprehended and redesignated.

#### 802. APPREHENSION

When official confirmation of apprehension is received, the offices which were originally notified of the escape will be advised of the apprehension. ISM staff will reissue the Notice of Escaped Federal Prisoner (BP-393) with the notation "Apprehended" stamped or printed on the form. The original BP-393 will be retained in the J&C file, with a copy placed in the Inmate Central File, which is maintained in the Records Office until the inmate is redesignated.

Once the escapee's location is known, the ISM will contact the USM in the district the inmate is located. A request will be made for the USM to place a detainer against the inmate and request a designation from the appropriate Regional Office when the inmate returns to federal custody. The request will include:

- C the inmate's committed name and register number,
- C the facility and circumstance from which the escape occurred,

- C date of escape,
- C sentencing district,
- C offense,
- C total length of sentence,
- C time remaining on the confinement portion of the sentence, and
- C the inmate's location.

If the inmate is being prosecuted in federal court for the escape, a designation need not be requested until after sentencing on the escape charges.

### **803. ESCAPE FROM EXTENDED LIMITS OF CONFINEMENT**

An inmate has failed to remain within the extended limits of confinement if he/she:

- C willfully failed to return while on pass from a CCC, furlough or other authorized community-based program,
- C is arrested by state or local authorities as a result of criminal activity,
- C is in the extended limits of confinement and is arrested by Federal authorities as a result of criminal activity,

and will be placed on escape status as per the provisions of 18 U.S.C. § 4082(a) or 18 U.S.C. § 4082(d) (repealed).

### **804. ESCAPE FROM A COMMUNITY BASED PROGRAM**

Once the escape has been verified, institution staff or Community Corrections Management (CCM) staff will place the inmate in escape status. When the inmate escapes while en-route to another federal or contract institution, the sending institution will change the release status in SENTRY to reflect "escape."

The inmate's sentence will be made inoperative in SENTRY as of the day following the escape (any portion of a day in custody counts as a full day for credit purposes).

When an inmate escapes while on furlough/transfer to a CCC, the sending institution will notify the FBI in its district. When an inmate escapes while housed in a CCC, the responsible CCM staff will notify the FBI in their districts.

Upon notification of an inmate's escape from extended limits of confinement, staff at the **sending** institution or CCC will prepare

an incident report and conduct a disciplinary hearing in the inmate's absence.

The parent institution (or CCM Office for direct court commitments) will consolidate and retain the J&C file, Inmate Central File, Health Record, and Education file. Once the inmate has been returned to the Bureau's custody, the consolidated file will be requested and forwarded to the designated institution.

The U. S. Attorney's Office in the district of the intended receiving institution is responsible for prosecuting the inmate for the escape.

If a Victim Witness Protection case escapes, proper notification procedures are to be made as outlined in the Program Statement on Victim and Witness Notification.

#### **805. NON-FEDERAL ARREST**

If an inmate fails to report to the designated institution or facility, the sending institution in the case of institution transfers, or the CCM office in the case of arrest while assigned to a Community Corrections Center, will place the inmate in escape status in SENTRY. If an arrest occurs while on an authorized community based activity, the CCM will place the inmate in escape status in SENTRY.

The sentence computation will be made inoperative in SENTRY on the date the inmate was to report or return. If however, the inmate was in federal custody earlier that same day, the sentence computation will be made inoperative as of the following day.

If state or local authorities release the inmate and he or she returns to federal custody within one full day of the initial escape, the escape status will be nullified and the SENTRY sentence computation will be updated accordingly.

Should an inmate be prosecuted and found guilty of an offense by a state or local court, the institution or CCM office that placed the inmate on escape status may recommend to the Regional Director that the non-federal institution where the inmate is currently confined be designated as the place to serve the federal sentence. (See Program Statement on State Institution for Service of Federal Sentence, Designation of).

The recommendation to the Regional Director must include a suggested date on which the designation should become effective. The Regional Director may not designate a date which is earlier than the date the non-federal arrest occurred. Ordinarily, this

recommendation will not occur when the inmate is arrested as a result of new criminal activity.

When the inmate is tried and acquitted or the charges are dismissed, and the inmate is returned to federal custody, a recommendation for a "nunc pro tunc" designation may be forwarded to the Regional Director for consideration. If the "nunc pro tunc" designation is approved and includes all time spent in non-federal confinement, the inmate's escape status must be nullified and full credit given for time spent in non-federal custody from the date of non-federal arrest (designated by the Regional Director) through the date the inmate was returned to federal custody.

If an inmate is detained or arrested briefly (less than one full day) for questioning as a result of a mistaken identity or other error, the institution or CCM office which placed the inmate in escape status will nullify the inmate's escape status. The inmate will be given full credit for time served while detained or arrested. When the inmate is arrested and detained mistakenly for any time longer than one full day, the RISA will be contacted for guidance.

Should the inmate be arrested and detained on a prior non-federal judgment, the institution or CCM office which placed the inmate on escape status may recommend to the Regional Director that the state institution be designated as the place in which the federal sentence is to be served. Should the state institution be designated for continued service of the federal sentence, the escape status will be nullified and full credit given from the date designated by the Regional Director.

Once the non-federal institution is designated as the place in which the federal sentence is to be served, the federal institution or CCM office will transfer custody by preparing a Transfer Order for concurrent and continued service of the federal sentence.

The transferring institution or CCM office will forward the Transfer Order and original J&C file to the appropriate RISA.

The RISA must ensure that the letter to the USMS (see Program Statement on State Institution for Service of Federal Sentence, Designation of) is forwarded to the appropriate district, requesting that a detainer be placed until the inmate reaches the federal release date.

## **806. FEDERAL ARREST**

If federal authorities arrest an inmate during an authorized extended absence, the inmate's sentence will continue to run and he/she will not be placed on escape status.

Should the inmate be arrested after an authorized absence expires, but, prior to one full day of inoperative time, the inmate's sentence continues to run. The inmate will be removed from the escape status.

If an inmate has already been placed in escape status for more than one day (for other than a new arrest), and is subsequently arrested for an offense other than escape, the sentence will recommence on the federal arrest date. The inmate will be removed from escape status, however, is subject to administrative sanctions for the prohibited act of escape.

When the federal arrest is a result of new criminal activity, the inmate may be considered an escapee within the meaning and intent of 18 USC 4082(a) and 18 USC 4082(d)(repealed).

#### **807. COMPLEX SITUATIONS**

Complex situations will be referred to the RISA for direction. The RISA will then consult with Regional Counsel and Correctional Programs staff before recommending a course of action to the Regional Director. If the issue is unable to be resolved at the Regional level, contact the Operations Section, Central Office.

## CHAPTER 9

### FBI FINGERPRINT CARDS, ARREST RECORDS, BANK ROBBERY-BURGLARY SUSPECTS REPORTS, AND FBI DISCLOSURE OF NCIC/CCH RECORDS

#### 901. FINGERPRINT CARDS

Fingerprints are taken of all inmates remanded or committed to Bureau custody. A full set of fingerprints, Form FD-249, must be on file for every individual (including Juvenile Justice and Delinquency Prevention Act (JJDP) cases). This set will be retained in the Inmate Remand or J&C file and will accompany the inmate on any transfer to another Bureau institution.

Identification data, along with staff and inmate signatures, will be entered on all fingerprint cards. When required, one completed card, for inmates with felony and misdemeanor charges, will be mailed to the FBI within five working days after commitment.

Two full sets of fingerprints will be taken on the initial commitment of designated (A-DES) inmates. This includes state boarders, D.C. Code offenders, military and territorial prisoners, violators, and escapees upon their return to custody. (The notation "Return from Escape" must be included in the "Charge" block on escapees upon their return to custody.) Both cards are to be completed in their entirety with one card submitted to the FBI. The SENTRY Inmate Label transaction may not be used on the card sent to the FBI.

One full set of fingerprints will be taken on the initial commitment of Immigration and Naturalization (A-INS), Material Witness (A-MAT), Holdover (A-HLD), Pretrial (A-PRE), and unsentenced study case inmates. These cards will not be submitted to the FBI, therefore, the use of the SENTRY Inmate Label transaction is authorized.

For Pretrial inmates sentenced to "time served," one additional set of fingerprints will be taken prior to the inmate's release. Both cards will be completed in their entirety with the unlabeled card submitted to the FBI.

If a full set of fingerprints are on file for an inmate received as a transfer, detainer or writ return, or holdover, a right thumb print will be taken on the lower portion of the fingerprint card and compared to the original full set of fingerprints to identify the inmate.

Previous transfer fingerprint cards, excluding the initial full set of fingerprints, will be purged from the file. When the SENTRY Inmate Label Transaction is used, the information listed will be verified with the inmate when the fingerprints are being taken.

A full set of fingerprints will be submitted to the FBI on a transferred inmate if the current offense for which the inmate is incarcerated is not listed on the Fingerprint Identification Record or if the FBI number is unknown.

Fingerprint procedures for inmates under the custody of the U.S. Probation Office or in contract facilities are outlined in the Community Corrections Manual and/or the JJDPA Program Statement.

Fingerprint cards for inmates in the Witness Security Program will be completed and processed in accordance with the Central Inmate Monitoring Manual.

## **902. COMPLETING THE FBI FINGERPRINT CARD**

- # State Usage - leave blank.
- # Name - inmate's committed name in the order indicated.
- # Signature of Person Fingerprinted - inmate's signature
- # Social Security Number - if not known, print or type in the word "unknown", if multiple Social Security Number's, list additional numbers under Additional Information/Basis for Caution Section.
- # Aliases/Maiden - list any additional names, if none are known, print or type in "unknown". Use the Additional Information/Basis for Caution Section, if more space is needed.
- # FBI Number - if unknown, print or type in "unknown".
- # State Id - state id number if known.
- # DOB - if multiple dates list additional dates under Additional Information/Basis for Caution section.
- # Sex - M or F. Transvestite, cross dresser, or sex change should be listed under Additional Information/Basis for Caution Section.
- # Race -
  - A = Asian - includes Pacific Islander
  - B = Black
  - I = Native American - includes Alaskan native and Eskimo
  - W = Caucasian - includes Mexican, Puerto Rican, Cuban, Central and South American and any other of Spanish culture or origin "regardless of race."

- # Height - three characters, i.e., 509 - 5 feet 9 inches, no fractions.
- # Weight - three characters, no fractions.
- # Eye Color - three characters.
  - BLK - Black      BLU - Blue      BRO - Brown
  - GRY - Grey      GRN - Green      HAZ - Hazel
  - MAR - Maroon    PNK - Pink      XXX - Unknown
- # Hair color - three characters
  - BAL - Bald      BLK - Black      BLN - Blond
  - BRO - Brown      GRY - Grey      RED - Red
  - SDY - Sandy      WHI - White      XXX - Unknown
- # Date of Arrest - Date of arrival at institution.
- # Send Copy To, Date of Offense, Employer, and Occupation - Leave Blank. (**Do not stamp the "Send Copy To" block** with the Central Office address.)
- # Miscellaneous Numbers - Military number if military prisoner, INS number(s).
- # Local Identification - Federal Register Number.
- # Photo Available - Yes.
- # Charge/Citation - As indicated on commitment paperwork. If an inmate is returned as a violator, indicate example: "Supervised Release or Parole or Mandatory Release Violation - original offense - Bank Robbery."
- # Disposition - Term in Effect for Violators, list only the current term for the violation.
- # Additional - For additional charges and dispositions  
Additional Information/Basis for Caution - Additional DOB(s), SSN(s) or security concerns, escape risk, assaultive, martial arts.
- # Any blocks not mentioned above complete as indicated on the form. Be sure the "YES" square in the "Reply Desired" block is checked.

For study cases other than JJDPa studies, the Disposition block must be completed as follows:

Sentence Procedure	Disposition Block Examples
4205(c) Regular Adult Study	04-12-82 Convicted - Committed for 3 Month Study, 18 U.S.C. § 4205(c)
3552(b) SRA Study	04-01-92 Convicted - Committed for 60 Day Study, 18 U.S.C. § 3552(b)

If an inmate suffers an injury that changes a fingerprint characteristic in any way, or if an amputation should occur, two full sets of fingerprints must be taken with one for placement in the J&C file, and the other for submission to the FBI. The Form



FD-249 submitted to the FBI must be accompanied by a letter of explanation and include the FBI number or fingerprint classification.

A request for a copy of the Fingerprint Identification Record is not necessary. The original card will be replaced by the new card in the J&C file and the original card will be destroyed.

### **903. DEATHS**

For identifying a deceased inmate, ISM staff will verify the inmate's identity by taking a rolled print of the right thumb. A comparison of the print will be made with the fingerprint card in the Inmate Remand or J&C file.

The signature of the person taking the print certifies that a comparison has been made and the identity of the inmate has been established. The final disposition, physical description, and the inmate's FBI number will be included on the card. The fingerprint card will then be filed in the J&C file.

### **904. FORM I-178, REQUISITION FOR ORDERING IDENTIFICATION SUPPLIES** is available on BOPDOCS.

This form is used for ordering FBI forms and is self explanatory.

### **905. SUBMISSION OF FBI FINGERPRINT CARDS**

Completed fingerprint cards will be mailed to Criminal Justice Identification Services, Attn:

Assistant Director, FBI  
PO Box 4142  
Clarksburg WV 26302-9922.

Pre-addressed envelopes are available through the FBI. (See Form I-178.)

### **906. ARREST RECORD**

Fingerprint Cards are submitted to the FBI to determine prior arrests and to update information about a new arrest. If the inmate has been arrested previously, the FBI will have an arrest record that includes the date, name used, place and agency identification number for that arrest, charge, and known disposition for each entry.

The USMS may have obtained an FBI arrest record in time to deliver it with the other commitment documentation. In these

cases, the FBI number will be available as well as leads that may be useful in determining or investigating jail credit, or current status of pending charges or detainers.

Arrest records received directly from the FBI will be reviewed by ISM staff for the following information:

- To confirm identity of commitments.
- To obtain and record FBI numbers in SENTRY which were previously unavailable.
- To determine whether charges may be pending in any other jurisdiction that need to be investigated.

If the arrest record indicates other names used, SENTRY will be updated to reflect the alias names. Also, the FBI number assigned will be entered.

The original arrest record will be forwarded to the inmate's unit team for inclusion in the Inmate Central File.

#### **907. MONTHLY FBI BANK ROBBERY - BURGLARY SUSPECTS REPORT**

At the beginning of each month, ISM staff will prepare a list of inmates convicted of Robbery or Burglary of a Bank, Savings and Loan Association, or Credit Union, who were released to the community or transferred to a Community Corrections Center during the previous month.

The list will include each inmate's:

- C committed name,
- C register number,
- C date of birth,
- C FBI number,
- C point of destination, and
- C date of release from the institution.

If the FBI number is not available, indicate "unknown". If the FBI requires more information than is provided on the monthly list, they may review the Inmate Central File at the institution.

It is not necessary to report the return to custody of inmates previously released, since they will be reported upon their next release.

Negative reports are not required to be sent to the FBI unless requested by the local FBI office.

The "Population Monitoring Census Generalized Retrieval Roster" will be maintained in the same file that copies of the Bank

Robbery - Burglary Suspects Report is maintained. The roster and report copies will be maintained for two years.

Once the list is prepared, the original will be forwarded to the local FBI office or resident agent with a copy mailed directly to the:

Personal Crimes Unit  
Criminal Investigation Division  
J. Edgar Hoover Building  
Washington DC 20537.

## **CHAPTER 10**

### **INMATE MOVEMENT AND RELEASE**

#### **1001. DEFINITION AND RESPONSIBILITIES**

ISM is responsible for preparing inmates for release from the institution as a result of:

- court orders,
- U.S. Parole Commission decisions
- expiration of the confinement portion of his/her sentence,
- transfer to another federal facility, or
- any other method meeting legal qualifications for release.

To carry out this responsibility, procedures are established for processing the inmates for release.

#### **1002. SCHEDULING INMATES FOR RELEASE**

The ISM will establish and maintain local procedures, including the use of SENTRY, to ensure the timely release of inmates. ISM will audit the sentence computations of all inmates to be released from source documents, including any good time actions, before certifying each release date.

The ISM will certify each release date by affixing the notation "Release Audit," or similar language, followed by his or her signature and date of audit, to the computation. The certified computation will be maintained in the J&C file.

The ISM or Acting ISM (only when the ISM is not on duty) will conduct and certify release audits, 12 months prior to the month of release. If the Statutory Release Date (SRD) is within 12 months, the initial audit will be the release audit. All releases must be closely coordinated between the Records Office and Receiving and Discharge staff.

Staff in other departments will access SENTRY to obtain current release dates for release planning and preparation.

SENTRY determines the inmate's release date based on the original sentence calculation and adjustments for any good time. For sentences that SENTRY cannot calculate, it will be necessary to calculate the release date manually by maintaining a Good Time Record (BP-380). When the release date has been computed manually, the date will be entered into SENTRY using the Calc/Update Computation transaction.

The Community Corrections Manual contains instructions for inmates releasing from their authority.

**1003. SCHEDULING STATE/TERRITORY/COMMONWEALTH INMATES FOR RELEASE**

When a state, territory, or commonwealth offender is to be released, ISM staff will notify the appropriate Department of Corrections 90 days prior to the scheduled release. This notification is to be in writing, via certified mail with return receipt requested. The notification will contain the scheduled date of release, proposed release destination, and will solicit certification of the release date and any special instructions for the releasee which will be communicated to Unit staff.

If no answer is received from the appropriate Department of Corrections within 30 days, ISM staff will follow up telephonically to obtain the requested information. The response received from the appropriate authorities will be filed in the J&C file and will serve as the authority to release the inmate from custody.

**1004. INMATES RELEASING TO A STATE DETAINER**

When an inmate is to be released to a state detainer based on untried charges (indictments, informations, complaints), the inmate will be turned over to local authorities at the end of the federal term, to waive or contest extradition.

When an inmate is to be released to a state detainer, based on a conviction for service of a sentence (or for a parole or probation revocation hearing), the following applies:

Institutions in the following states will turn the inmate over directly to the out-of-state authorities (that is, authorities from the state lodging the detainer). There is no need to turn the inmate over to local authorities for extradition proceedings.

Arizona	Louisiana	Nevada	Wisconsin
California	Michigan	North Carolina	
Florida	New Jersey	South Carolina	
Kansas	New York	Virginia	

Institutions in any state not listed above must turn the inmate over to local authorities to waive or contest extradition proceedings; except when the state sentence is a result of the inmate's own earlier IAD (Article III) request for disposition of his/her case, then the inmate's extradition rights have been waived and the inmate may be turned directly over to the out-of-state authorities.

It is the ISM staff's responsibility to notify detaining authorities of the pending release and to advise them of the procedures to follow to obtain custody.

#### **1005. PUBLIC LAW, WEEKEND, AND HOLIDAY RELEASES**

In accord with 18 U.S.C. §§ 4163 and 3624(a), the Warden is authorized to discharge inmates on regular work days instead of Saturdays, Sundays, or holidays. An inmate will not, however, be released on parole or mandatory parole on the last preceding weekday if the actual release date falls before the minimum parole eligibility date (see the Program Statement on Release of Inmates Prior to a Weekend or Legal Holiday). Inmates in any facility as a condition of supervised release or probation are not serving a sentence of imprisonment, and therefore are not eligible for Public Law days.

#### **1006. FINAL RELEASE PAPERWORK**

Unit staff will prepare the release paperwork and a release folder for each inmate scheduled for release. This folder will contain the inmate's various release paperwork. An envelope with the inmate's name, register number, release date, and method of release printed/typed on the outside will also be prepared. An inmate label may be used as long as the envelope contains all information listed in the previous sentence.

All documents, forms, or property that are to be given to the inmate at release will be placed in this envelope, including the inmate's driver's license or Social Security card, which may have been stored in section 3 of the Inmate Central File.

The completed release folder will be delivered to ISM staff not later than two days prior to the inmate's scheduled release, however, Unit staff are encouraged to complete and route the release packet in advance of the release date to allow time for corrections.

ISM staff will audit each release folder for content and accuracy. The information on all release certificates, including certificates the U.S. Parole Commission issued, will be verified. Unit staff are responsible for making any necessary corrections and providing mailing envelopes with addresses, then the packet will be returned to ISM for final review.

#### **1007. GRATUITIES FOR INMATES RELEASING TO A NON-FEDERAL DETAINER**

The Certificate Entitling Prisoner to Gratuity (BP-379) will be prepared only when inmates are released to a non-federal detainer

via Parole, Mandatory Release, Mandatory Parole, or Special Parole.

To be eligible for payment, the inmate must be released from the detaining authority prior to the federal supervision's expiration. The inmate will be provided the original form which contains instructions for applying for the gratuity. Copies of the form will be retained in the Inmate Central File for use if application for payment is made. A copy will also be provided to the Financial Management Department.

#### **1008. PAROLE CERTIFICATES AND DISTRIBUTION**

Once a Notice of Action has been received that grants parole and the inmate's release plan has been approved, Unit staff are responsible for requesting parole certificates from the USPC. The inmate cannot be released on parole until the USPC executes and the inmate signs the certificates.

Unit staff will enter the number of days remaining to be served under supervision on the form. The ISM staff member auditing the release file must review this element closely.

The original Parole Certificate will be provided to the inmate upon release. Copies will be sent to the U.S. Probation Officer in the district of release, the USPC, and a copy will be retained in the Inmate's Central File.

A Notice of Release and Arrival (Parole Form I-13) will be prepared and distributed the same as the Certificate of Parole.

If the court has imposed a Special Parole Term (SPT) in addition to the inmate's term of confinement, a Certificate of Special Parole (Multi-Purpose Parole Form I-33) is to be prepared. The SPT's length will be stated on the Judgment/Commitment Order.

When an inmate is Mandatorily Released, the SPT begins the day supervision terminates (180 day date). If an inmate is released on Parole, the SPT begins on the Full Term Date. If the SPT begins upon Expiration of Sentence, the SPT will begin with release from confinement.

Any special conditions the USPC orders, as noted on the Notice of Action, will be typed on the Certificate of Special Parole. The certificates must be signed individually, in ink.

The original certificate is provided to the inmate upon release. Copies will be distributed the same as the Certificate of Parole. A Notice of Release and Arrival will be prepared and distributed with the Certificate of Special Parole.

When the court specifies an effective parole date at the time of sentencing, a Certificate of Court Designated Parole (Parole Form I-33) is to be prepared. The original certificate is provided to the inmate upon release. Copies will be distributed the same as the Certificate of Parole. A Notice of Release and Arrival will be prepared and distributed with the Certificate of Court Designated Parole.

If an inmate sentenced as an adult is released (other than by Parole) with more than 180 days of accumulated Good Time (Statutory and Extra) he/she is released via Mandatory Release and will remain under supervision until the 180 day date.

Inmates sentenced under the provisions of NARA and Federal Juvenile Delinquents are also released via Mandatory Release in the absence of parole. Supervision for these inmates will be until the Full Term Date of the sentence.

A Certificate of Mandatory Release (Parole Form I-33) must be prepared for these inmates. Each copy of the certificate must be signed individually, in ink. The original certificate is provided to the inmate upon release. Copies will be distributed the same as the Certificate of Parole. A Notice of Release and Arrival will be prepared and distributed with the Certificate of Mandatory Release.

#### **1009. RELEASE TO AN INS DETAINER**

When an inmate is to be released to an INS detainer and has a period of supervision to follow (including probation and supervised release), Unit staff will prepare a Release of Immigration Detainee with Supervision to Follow (BP-325).

The completed form will be forwarded to the ISM Department. When the inmate is placed in INS custody, the releasing ISM staff member will date and sign Item 14 of the form. The first four copies of the form will be given to the INS Officer assuming custody of the inmate. The fifth copy of the form will be placed in the J&C file under the Release Authorization.

#### **1010. 18 U.S.C. § 3651 (SPLIT SENTENCE) RELEASE WITH SPT TO FOLLOW**

If an inmate has been sentenced under the provisions of 18 U.S.C. § 3651, and is being released on Probation with an SPT to follow, it is not necessary to prepare SPT certificates. If the inmate completes the period of probation successfully, he/she will not be subject to the SPT. A Notice of Release and Arrival



will be prepared. The original will be sent to the U.S. Probation Officer in the district of release and a copy will be placed in the Inmate's Central File.

**1011. RELEASE WITH NO SUPERVISION TO FOLLOW**

When an inmate is to be released with no supervision to follow, release certificates are not issued. A Notice of Release and Arrival must be prepared. The original is sent to the U.S. Probation Officer in the district of release and a copy is placed in the Inmate's Central File.

**1012. RELEASE FROM A FOREIGN TREATY SENTENCE**

When an inmate is to be released from service of a foreign sentence, a Notice of Release and Arrival will be prepared. The original will be sent to the U.S. Probation Officer in the district of release, a copy will be sent to the USPC and a copy is placed in the Inmate's Central File.

**1013. COURT ORDERS DIRECTING RELEASE FROM OR MODIFICATION OF A SENTENCE**

ISM staff must verify court orders that direct an inmate's release or modify the sentence for authenticity, with the issuing court. The contact with the court will be documented neatly on the Court Order. This documentation will include:

- C the signature of the verifying staff member,
- C the date contact was made, and
- C the phone number and name of the court official who was contacted and provided verification.

Once authenticity is established, the inmate will be processed for release. If an order for an immediate release is received, every effort will be made to release the inmate as soon as possible.

Court orders that set aside sentences and direct further proceedings must be verified with the issuing court. Normally, the inmate is not to be released from custody but will be returned to the U.S. Marshals. Special attention must be given to ensure that the modification only affects the sentence cited on the docket number. Often other judgments or counts remain in effect and the inmate is not eligible for release.

Prior to releasing an inmate under the provisions of 18 U.S.C. § 3621(e), ISM will ensure that Unit/Psychology staff

have completed the appropriate review process. When an inmate is withdrawn from the program, his or her 3621(e) release date will be removed from SENTRY.

#### **1014. RELEASE AUTHORIZATION FORM**

The Release Authorization (BP-392) will be used to release inmates for completion of sentences, appeal bonds, court-ordered releases, writs of habeas corpus (except for inmates moving on a writ via bus or airlift), commutation of sentences, Interstate Agreement on Detainers (except U.S. Marshal Co-ops traveling via bus or airlift), furlough transfers, transfers to state facilities, and transfers to contract Community Corrections Centers.

The ISM or Acting ISM will certify and sign the Release Authorization, except when the Warden's signature is required. Certifying the release includes the careful examination of all:

- C Judgment/Commitment Orders,
- C U.S. Parole Commission Warrants,
- C Notices of Action,
- C Good Time documents, and
- C all detainer information.

SENTRY detainer remarks will be updated to reflect the current status at the time of release.

The following statement is used on the Release Authorization to verify that the proper review, as specified above, has been personally accomplished by the ISM or Acting ISM, prior to the inmate's release:

**"I certify that this release is in accordance with applicable and controlling rules, regulations, and statutory provisions. I have personally reviewed this inmate's Judgment and Commitment file, and determined that there is no information that would prevent release by the method stated above. All Judgment and Commitment Orders, U.S. Parole Commission Warrants, Notice of Actions, Good Time documents, and all detainer information have been personally reviewed by me."**

To execute an inmate's release on the IADA, the Evidence of Agents Authority to Act for Receiving State will be attached to the Release Authorization and the agents' signatures will be compared. The officer or agent signing the Release Authorization must be listed on the form.

The "Release Action" section of the Release Authorization will be

completed with the signature of the staff member identifying the inmate, the staff member releasing the inmate, and the staff member providing funds to the inmate. The staff member identifying the inmate upon release must be different from the staff member who releases the inmate.

Normally, the Sentence Computation will be satisfied and made a prior commitment on SENTRY on the day of release. If there are two completed sentences, the satisfaction and prior commitment must be done simultaneously.

If the confinement portion of a sentence ends and the inmate continues to serve another sentence, the expired sentence will be satisfied and made a prior commitment. Any detainer indicated in the current SENTRY commitment data will be resolved prior to the inmate's release and the SENTRY detainer screen will be updated.

When an inmate is released to another agency, the signature of the official assuming custody must be affixed to the Release Authorization. If the inmate is being removed temporarily, the official taking custody will be provided with a copy of the Release Authorization. This copy will bear the typed or stamped notation:

**"Inmate is to be returned to the (name of institution) and is not to be released from custody without the written permission of the Warden."**

For inmates who are removed temporarily by, and remain in continuous Bureau staff custody, a Release Authorization need not be prepared. The exchange of custody will be executed through the use of a Marshal's or Transfer Receipt.

The original Release Authorization, with photograph attached, is to be provided to Receiving and Discharge for control purposes, dress-out preparation, and final release certification.

At the time of release, the inmate's thumb print will be taken on the original Release Authorization. It will be compared with the thumb print in the J&C file to verify the inmate's identity by the releasing staff member.

Fully executed Release Authorizations are to be returned to the Records Office. The original Release Authorization will be placed in the J&C file.

Sentences imposed prior to November 1, 1987 require the reverse of the Judgment/Commitment Order be certified, pursuant to 18 U.S.C. § 4163, with the inmate's release date, the method of release, and the amount of supervision time remaining. Under 18 U.S.C. § 3624 (New Law), certification of the Judgment/Commitment Order is not required.

#### **1016. SECRET SERVICE NOTIFICATION**

The Secret Service requires release notification of those inmates who are considered dangerous to the President or Vice President of the United States and other government officials. They will provide a Secret Service Notification Card which is placed in the Inmate Remand or J&C file with a copy to Unit staff for inclusion in the Inmate Central File. (This will not be loaded into SENTRY as a "notify").

The Case Management Coordinator or Warden's designee is responsible for notifying the Secret Service as soon as possible, before a Secret Service Surveillance case is to leave the institution for any reason.

#### **1017. RELEASE OF MARIEL CUBANS**

Mariel Cubans are those inmates who arrived in the United States between April and October 1980, and have a CMA assignment of "Mariel." Normally, INS will not assume custody of Mariel Cubans on release from a federal sentence as is done with other alien detainees. The Mariel Detainee will continue to be housed at the parent institution in most cases.

Prior to the confinement portion of any sentence being completed, the detainer status must be verified with the local INS District Office. On the day the confinement portion is completed, ISM staff will satisfy the sentence and release the inmate with the appropriate release code (i.e. parole, expiration, etc.). The inmate will then be re-admitted on SENTRY as A-INS.

For further information, see Program Statement, Mariel Cuban Detainees.

#### **1018. TRANSFER TO A FOREIGN COUNTRY**

Once an inmate has been approved for transfer to a foreign country to serve his or her U.S. sentence, the procedures established in the Program Statement on Transfer of Offenders to or from Foreign Countries will be followed. A Notice of Release and arrival will be prepared and distributed. A state prisoner

enroute to a foreign country will be removed from SENTRY as a "Treaty Transfer".

#### 1019. UNTIMELY RELEASE NOTIFICATION PROCEDURES

The ISM (or Acting ISM), or Community Corrections Manager (CCM) is responsible for notifying the Warden or designee immediately whenever an inmate is released on any date other than the established release date. The Warden will designate a staff member to perform a thorough **threat assessment** of an early release. All files must be researched to determine the untimely release's impact upon the community. Special care must be given to determine whether the subject:

- C has a history of violence,
- C has a weapons usage history,
- C has a record of psychological problems,
- C is a Broad Publicity case, or
- C requires Victim/Witness notifications.

If the untimely release is determined to be a threat to the community, the Warden or designee will make the following notifications telephonically:

Regional Director  
Regional Inmate Systems Administrator  
District U.S. Marshal or appropriate State/Territory  
Department of Corrections  
Sentencing Judicial Official(s)  
Prosecuting Attorney(s)  
Chief Probation Officer(s)

These notifications will be documented in the Inmate's Central File. After notification, the RISA will contact the Inmate Systems Administrator, Central Office telephonically. The RISA must also contact the Associate Warden personally when a late release is due to a staff error.

The ISM or CCM will complete Part A of the Untimely Release Notification and transmit it via GroupWise (form located in BOPDOCS - BPS-558) or fax machine within one working day to the RISA. In addition to notifying the RISA, the CCM will also route the notification to the Regional Community Corrections Administrator.

The ISM or CCM will ensure the BP-S623.058, Late Release Notification for United States Probation Service is completed and mailed for any late release with supervision to follow.

In any case involving an inmate's early or late release of 30

days or more and/or been identified as a threat to the community, the Warden must forward a personal letter to the appropriate Judicial Official(s) providing details of the untimely release.

Copies of the letter must also be forwarded as notification to the following:

United States Attorney or State/Territory Prosecuting  
Attorney  
Chief Probation Officer  
U.S. Parole Commission (if appropriate)  
Detaining Officials (if appropriate)  
Regional Inmate Systems Administrator  
State/Territory Department of Corrections  
(if appropriate)

The RISA will review the circumstances of each early/late release and work closely with the ISM at the institution to prevent additional occurrences. The RISA must complete Part B of the Early/Late Release Report and transmit it promptly to the Inmate Systems Administrator, Central Office.

The Inmate Systems Administrator will notify the Deputy Assistant Director, Correctional Programs Division, of all untimely releases considered to be either a threat to the community or of public interest.

Late releases due to orders from the court terminating or vacating the sentence or for treaty transfers are not to be reported as an untimely release. The Sentence Computation Remarks must explain the circumstance and indicate the date the institution received the order.

Ineffectual (over before imposed) and time served sentences are to be reported if the inmate is not released on the date the order was received by the institution. A sentence computation will be performed on ineffectual and time served sentences. The Sentence Computation Remarks must explain the circumstance and indicate the date the order was received by the institution.

#### **1020. EMERGENCY MEDICAL RELEASE**

An emergency medical release requires an inmate's immediate removal to a medical facility, other than the institution hospital, for emergency treatment. This type of release usually occurs when an inmate is injured in an accident, is assaulted, attempts suicide, or experiences some other medical emergency of a life threatening nature.

Proper photograph and fingerprint identification will be made prior to the inmate's departure from the institution, when possible. In life threatening situations, identification will be delayed until local hospital officials give approval to complete the process. The Operations Correctional Supervisor is responsible for granting authority to release the inmate from the institution, pending further identification and preparation of required paperwork.

Fingerprint identification will be obtained (placed on Marshals'/Transfer Receipt) for inmates who are to be guarded by a contract security service at the outside facility. Inmates whom Bureau staff guard will not require fingerprint identification but will require a photograph comparison.

Procedures for inmates housed in a CCC are covered in the Community Corrections Manual. Paperwork will be completed pursuant to the Escorted Trips Program Statement.

#### **1021. IN-TRANSIT DATA FORMS**

Upon notice that an inmate is to be transferred or temporarily released to an authorized Law Enforcement Officer (i.e., U.S. Marshal, State Law Enforcement Officer, Bureau of Prisons Bus Officer), the ISM will ensure the following:

- C a hard copy of the SENTRY automated In-Transit Data form is printed (if Unit staff do not have the capability),
- C the information indicated on the top portion of the form is verified and correct, and
- C the In-Transit data form is delivered to escorting officials and that the "CMC Clearance and Separatee Data" was reviewed within the last 24 hours.

ISM staff will compare the In-Transit form with what appears on the SENTRY screen and initial the form if it reflects identical information. If the information is different, Unit staff will be notified. SENTRY update functions will need to be executed if the data is not accurate.

The sentencing remarks will include a narrative description of the offenses and the length of the sentence as noted on the Judgment/Commitment Order. If this information is not accurate, the load data must be updated.

The detainer remarks will indicate all active detainers and the charge or offense. If the detainer has been litigated, the sentence imposed or time remaining to be served will be listed. If this information is not current, the current commitment must be updated.

The ISM staff member who validates this information will place his/her signature and date below the detainer remarks to signify that the information has been confirmed and is accurate and up-to-date.

## **1022. SCHEDULED INMATE MOVEMENT**

When notice has been received of a scheduled movement, ISM will issue a Transfer Notice listing all inmates being transferred. The Transfer Notice will advise all concerned departments of the deadline date for preparing required paperwork and the forwarding of files to ISM.

The Transfer Notice will be issued no later than the morning of the last working day prior to the day of departure and will serve as the authorization for release. This notice will not be made available to inmates or unauthorized staff not involved in the transfer process.

The ISM will review the files to ensure all necessary paperwork is completed and the inmate may be transferred. This review will include the following:

- C     Ensure the Transfer Order, which Unit staff prepare for designated inmates upon receiving the Transfer Notification, is properly prepared and is signed by the Warden or other authorized individual. (Regional Director.)
- C     Ensure the Central Office or the Regional Office has approved the transfer.
- C     If the transfer would result in a delay in the inmate's scheduled parole hearing, defer the transfer until after the hearing.
- C     If there is a writ on file for the inmate's appearance in court, the U.S. Attorney must be contacted. The inmate may not be transferred until the U.S. Attorney has advised the institution that the writ has been satisfied and there is no further court action pending.
- C     The inmate may not be transferred if the court has issued a Restraining Order. The transfer will be delayed until the court withdraws the order or the time limit of the order has been satisfied.
- C     For each inmate scheduled to be transferred, ensure the Inmate Central File, J&C file, medical record, commissary card, education file (if hard copy exists),



Parole Commission File (if the transfer occurs prior to the initial hearing), original and one copy of the Transfer Order, Medical Record of Federal Prisoner in-Transit (BP-149), and the SENTRY generated In-transit Information with photograph are assembled to be transferred simultaneously with the inmate, or at the latest, within 72 hours.

ISM staff will place all the inmate's records in the envelope specially designed for transporting files. A copy of the Transfer Order is to be placed in the Inmate Central File along with any material relating to the rationale for the transfer.

Each envelope is marked with the inmate's full name, register number, the holdover institution, the institution which is the final destination, and the inmate's release date.

If more than one envelope is required, each will be marked and attached to each other in such a manner that they will not become separated. Indicate on the first envelope "1 of 2" and the second "2 of 2," etc. All envelopes will then be grouped according to the holdover point.

The original Transfer Order, the Medical Record of Federal Prisoner in-Transit (BP-149), the SENTRY generated In-transit Information with photograph attached will be placed in separate groups for the transporting officer's convenience. The transporting officer will execute the original Transfer Order upon completion of the transfer. The original Transfer Order will then be placed in the J&C file.

#### **1023. BUS/VAN/AIRLIFT AND SPECIAL TRIPS**

ISM Staff will coordinate inmate transfers through Justice Prisoner and Alien Transportation Services (JPATS).

A separate SENTRY or LAN generated Transfer Receipt will be prepared for each scheduled drop off point on the trip. The sending institution will obtain signed receipts for count purposes and will provide an adequate number of unsigned copies for the receiving institution's use. The entry, by staff at the receiving institution, of the date and the receiving officer's signature will complete the receipt.

All inmates transported via Bureau buses, vans, or special moves will be coordinated with JPATS, U.S. Marshals Service, Kansas City, Missouri. Lists of the inmates scheduled to be moved, their destinations, and the itinerary of the bus trip are issued by JPATS the week preceding the trip, if possible.

Institutions may add an inmate to a trip list only if there is a seat available and the placement will not result in the deletion of another inmate scheduled for pickup on the trip and with approval of JPATS.

Inmates who travel with property will have the number of boxes, bags, or envelopes listed on the Transfer Receipt. The transporting officer will sign the form indicating receipt of the inmates and each of the items listed. At each "drop off point", ISM staff will sign indicating receipt of the inmate and property.

Immediately after the bus has departed the institution, a GroupWise message will be sent to the Warden and ISM at each institution scheduled to receive an inmate on the trip, and to JPATS. This message will list the identity and destination of each inmate aboard the bus. Complete instructions regarding the movement of inmates via scheduled bus trips are contained in the Prisoner Transportation Manual.

Inmates may also be moved via van by the USMS. These movements are authorized by JPATS. The affected institutions are notified by receiving the trip authorization. The USMS transportation office will advise the institution of the pickup time and date. No departure notification is necessary on such movement.

The USMS transports a large percentage of inmates via the airlift. All procedures relating to the movement of inmates via bus also apply to airlift movements. (See the Prisoner Transportation Manual for complete instructions.)

Inmates who present medical or security concerns may require special movement by Bureau personnel. The institution Warden will direct these movements. JPATS needs to be notified. All inmates must have a valid TB PPD test prior to transfer.

#### **1024. UNESCORTED MOVEMENT**

Some inmates may travel unescorted to report voluntarily to the designated institution or via furlough transfer to another institution or contract CCC. (See the Program Statement on Furloughs and Unescorted Transfers and Voluntary Surrender for additional information).

When an inmate is released via furlough transfer, a Transfer Order must be issued to authorize the movement. A Furlough Application and Approval Record must also be prepared to cover the time in-transit. These documents will be routed through ISM for a final detainer and legal status review prior to delivery to the Warden for signature.

The ISM will conduct a release audit of the inmate's sentence computation, if not previously done 12 months prior to the projected release date. The CCM will not need to conduct an audit of the computation once the inmate arrives at the halfway house.

The release paperwork must be mailed to the CCM within 24 hours of the inmate's arrival at the CCC. This cannot be combined with the paperwork the units mail two weeks prior to the inmate's departure, as the unit packet contains photographs and fingerprints that are used to identify the inmate upon arrival.

At least 24 hours prior to the inmate's departure, ISM staff of the releasing institution are responsible for advising ISM staff at the receiving institution by telephone of the inmate's travel schedule. Upon notification of the inmate's arrival, all files will be forwarded via certified mail, return receipt requested. (See Program Statement, Unescorted Transfers and Voluntary Surrenders.)

When an inmate is being transferred to a contract CCC, the releasing institution will perform the SENTRY Extra Good Time Update Transaction to indicate the inmate's CCC Good Time earning status prior to departure to the CCC.

J&C files for inmates at CCCs are to remain in the ISM Department at the sending institution. They are to be filed separately from the J&C files of inmates at the institution.

In order for CCMs to certify the inmate's release on the Judgment/Commitment Order, as required by 18 U.S.C. § 4163, they will be responsible for printing a copy of the SENTRY Update Computation Satisfaction transaction at the time of the inmate's release. The statement,

**"In accordance with 18 U.S.C. § 4163, this document certifies that the within named inmate has been released as shown above."**

will be typed or stamped on the transaction's printed copy. The CCM LIE will sign the copy.

The certification, along with the completed release documents and terminal report, will be mailed to the releasing institution ISM. These judgment certification requirements do not apply to sentence(s) imposed solely under the Sentencing Reform Act. If the judgment contains both Sentencing Reform Act and "old law" sentences, then the judgment must be certified as it relates to the "old law" term.

The CCMs shall dispose of duplicate documentation before forwarding files to the parent institution. Duplicate documentation is considered to be anything that is already in the institution file, such as the PSI and J&C Orders. Properly signed, updated BP-338's and incident reports must be forwarded for inclusion in the central file.

When the material is received from the CCM, ISM staff will attach the certification to the proper Judgment/Commitment Order and will forward the remaining completed release material to Unit staff for inclusion in the Inmate's Central File. ISM staff will monitor the release dates of inmates at CCCs to ensure that the certification of release is received from the CCM. A follow-up is to be conducted if the certification is not received after 30 days from the inmate's release from the CCC.

When an inmate is returned to custody prior to his or her final release date, and there is not enough time remaining to return the inmate to his or her parent institution, the staff having responsibility where the inmate is housed will prepare the final release paperwork and release the inmate. He or she will be "released" from SENTRY according to the type of release although he may have been admitted as a holdover.

## CHAPTER 11

### METHODS OF FINAL RELEASE

#### 1101. PAROLE

**Definition:** A conditional release from custody, ordered at the U.S. Parole Commission's discretion, at any time on or after the parole eligibility date. An individual released via Parole will have supervision until the Full Term Date of the sentence on which the parole was granted.

Listed below are the forms to be completed. Any special considerations are set forth at the bottom of the page.

a. **Release and Gratuity Information (BP-189).** The Case Manager generates this form and forwards it to the business office. They return it to the Case Manager and the form is routed for approval.

b. **Certificate of Parole.** Requested from and generated by the U.S. Parole Commission.

c. **Notice of Release and Arrival (Parole Form I-13).** Distribution on bottom of form.

#### **Special Considerations:**

d. If Special Parole Follows, complete **Multi Purpose Parole Form (I-33)** checking "Special Parole" block of the Form. Distribution noted on bottom of each copy.

e. If Parole is granted for a person serving a Special Parole Term Violator sentence, no Parole Form I-33 is required. The **Parole Certificate** the USPC issues will suffice.

f. If releasing to Immigration detainer, complete **Release of Immigration Detainee (BP-325)**. Distribution noted on bottom of form.

g. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete **Certificate Entitling Prisoner to Gratuities (BP-379)**.

## **1102. MANDATORY RELEASE**

**Definition:** A release from sentence confinement with sentence supervision to follow, pursuant to the requirement of 18 U.S.C. § 4164. If the inmate has in excess of 180 days remaining between the date of his/her actual release and his/her established Full Term Date, the inmate is required to be supervised for any days in excess of 180 days.

The days remaining to be served are determined by finding the number of days remaining between the release date and the sentence's Full Term Date. Exceptions to this rule are NARA and FJDA when days remaining to be served are calculated from date of release to full term date without regard to the 180 day date.

Listed below are the forms to be completed. Any special considerations are set forth at the bottom of the page.

a. **Release and Gratuity Information (BP-189).** The Case Manager generates this form and forwards it to the business office. They return it to the case manager and the form is routed for approval.

b. **Notice of Release and Arrival (Parole Form I-13).**  
Distribution on bottom of form.

c. **Multi Purpose (Parole Form I-33)** check "Mandatory Release" block of the Form. Distribution noted on bottom of each copy.

### **Special Considerations:**

d. If Special Parole Follows, complete **Multi Purpose Parole Form I-33**, checking "Special Parole" block of the Form. Distribution noted on bottom of each copy.

e. If releasing to Immigration detainer, complete **Release of Immigration Detainee (BP-325)**. Distribution noted on bottom of the form.

g. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete **Certificate Entitling Prisoner to Gratuities (BP-379)**.

## **1103. MANDATORY RELEASE TO SPECIAL PAROLE**

**Definition:** In some cases, an inmate, in service of a Special Parole Violator Term, who is not otherwise ordered released on parole by the U.S. Parole Commission, may be released at the expiration of his/her term, less good time deductions, back to

the Special Parole Term remaining. This type of release is called "Mandatory Release to Special Parole."

The provisions of 18 U.S.C. § 4164 do not apply and the inmate remains on supervision to his/her Full Term Date. It is very improbable that an inmate, serving a Special Parole Violator Term, could be released via Expiration of Sentence. The only way this could happen is if the release date was the same date as the inmate's Full Term Date.

Listed below are the forms to be completed. Any special considerations are set forth at the bottom of the page.

a. **Release and Gratuity Information (BP-189).** The Case Manager generates this form and forwards it to the business office. They return it to the case manager and the form is routed for approval.

b. **Notice of Release and Arrival (Parole Form I-13).** Distribution on the bottom of the form.

c. **Multi Purpose Parole Form I-33,** check "Certificate of Mandatory Release to Special Parole" block of the form and complete the section under "special parole". Distribution noted on bottom of each copy.

**Special Considerations:**

d. If releasing to an Immigration detainer, complete the **Release of Immigration Detainee (BP-325).** Distribution noted on bottom of form.

e. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete the **Certificate Entitling Prisoner to Gratuities (BP-379).**

**1104. EXPIRATION FULL TERM**

**Definition:** This type of release indicates the inmate has completed the confinement portion of his/her sentence, and has no supervision to follow. This type of release occurs when the prisoner does his or her sentence "day for day," with no deductions for Extra or Statutory Good Time. An inmate may be released at the expiration full term of his or her sentence and still have a special parole term or probation to follow.

Listed below are the forms to be completed. Any special considerations are set forth at the bottom of the page.

a. **Release and Gratuity Information Form (BP-189).** The Case

Manager generates this form and forwards it to the business office. They return it to the Case Manager and the form is routed for approval.

**b. Notice of Release and Arrival (Parole Form I-13).**

Distribution on bottom of form.

**Special Considerations:**

c. If releasing to Immigration detainer, with federal supervision to follow, complete the **Release of Immigration Detainee (BP-325)**. Distribution noted on bottom of form.

d. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete **Certificate Entitling Prisoner to Gratuities (BP-379)**.

**1105. EXPIRATION FULL TERM WITH SPECIAL PAROLE TO FOLLOW**

**Definition:** This type of release indicates the inmate has completed the confinement portion of his/her sentence, but has a Special Parole Term (SPT) to follow. The prisoner would have supervision relating to Special Parole Term for a period of time equal to the term of Special Parole Term specified by the Court on the Judgment and Commitment Order. Special Parole Term would begin on the day of release.

Listed below are the forms to be completed. Any special considerations are set forth at the end.

a. **Release and Gratuity Information Form (BP-189)**. The Case Manager generates this form and forwards it to the business office. They return it to the case manager and the form is routed for approval.

**b. Notice of Release and Arrival (Parole Form I-13).**

Distribution on the bottom of the form.

c. **Multi Purpose Parole Form I-33**, check "Certificate of Special Parole" block of the Form and complete the Special Parole section. Distribution noted on the bottom of each copy. The number of days remaining to be served should be crossed out and the number of years of SPT inserted.

**Special Considerations:**



d. If releasing to Immigration detainer, complete the **Release of Immigration Detainee (BP-325)**. Distribution noted on the bottom of form.

e. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete **Certificate Entitling Prisoner to Gratuities (BP-379)**.

#### **1106. EXPIRATION WITH GOOD TIME**

**Definition:** This type of release indicates the inmate has completed the confinement portion of his/her sentence, and has no supervision to follow. This type of release occurs pursuant to the provisions of 18 U.S.C. § 4163, which states that a prisoner will be released at the expiration of his/her term less the time deducted for good conduct. The provision of 18 U.S.C. § 4164, (the "mandatory release" provision of the law) does not apply.

For a prisoner to be released via expiration, the days remaining to serve would have to be an amount equal to 180 days or less. To the contrary, mandatory release cases require an accrual of good time in excess of 180 days.

Listed below are the forms to be completed. Any special considerations are set forth at the end.

a. **Release and Gratuity Information Form (BP-189)**. The Case Manager generates this form and forwards it to the business office. They return it to the Case Manager and the form is routed for approval.

b. **Notice of Release and Arrival (Parole Form I-13)**. Distribution on the bottom of the form.

#### **Special Considerations:**

c. If releasing to Immigration detainer, with federal supervision to follow, complete the **Release of Immigration Detainee (BP-325)**. Distribution noted on the bottom of the form.

d. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete **Certificate Entitling Prisoner to Gratuities (BP-379)**.

Not all Special Parole Term Violators are eligible for this type of release. As you may recall in other instructions, an inmate released at the expiration of his or her SPT Violator term, less applicable good time deductions, may return to SPT supervision until it is completed in its entirety.

Hence, a Special Parole Term Violator released at the expiration of his/her term, after any good time deduction, may be released as a "Mandatory Release to Special Parole."

**1107. EXPIRATION WITH GOOD TIME WITH SPECIAL PAROLE TO FOLLOW**

**Definition:** This type of release indicates the prisoner has completed the confinement portion of his/her sentence, including good time deductions pursuant to 18 U.S.C. § 4163, but has a Special Parole Term (SPT) to follow. The prisoner would have supervision relating to SPT for a period of time equal to the term of SPT specified by the Court on the Judgment and Commitment Order. SPT would begin on the day of release.

Listed below are the forms to be completed. Any special considerations are set forth at the end.

a. **Release and Gratuity Information Form (BP-189).** The Case Manager generates this form and forwards it to the business office. They return it to the Case Manager and the form is routed for approval.

b. **Notice of Release and Arrival ( Parole Form I-13).**  
Distribution on the bottom of the form.

c. **Multi Purpose Parole Form I-33,** checking "Certificate of Special Parole" block of the Form and completing the Special Parole section. Distribution noted on the bottom of each copy.

**Special Considerations:**

d. If releasing to Immigration detainer, complete **Release of Immigration Detainee (BP-325).** Distribution noted on the bottom of the form.

e. If the inmate is being released to a detainer other than INS and the inmate has federal supervision to follow, complete the **Certificate Entitling Prisoner to Gratuities (BP-379).**

**1108. ALL "NEW LAW" (CCCA) RELATED OFFENSES GCT/FT REL, ETC.**

**Definition:** These type of releases fall under the Sentencing Reform Act of 1984. These are unconditional releases from the confinement portion of the sentence. No supervision applies to

the sentence imposed, but a period of Supervised Release could be imposed in connection with the offense.

Listed below are the forms to be completed. Any special

considerations are set forth at the end.

a. **Release and Gratuity Information Form (BP-189).** The Case Manager generates this form and forwards it to the business office. They return it to the Case Manager and the form is routed for approval.

b. **Notice of Release and Arrival (Parole Form I-33).**  
Distribution on the bottom of the form.

**Special Considerations:**

c. **Late Release Notice for United States Probation Service (BP-S623.058).** This form is used **only** for a late release prisoner who has a period of supervised release to follow, even if that late release is from an **SRV Term**.

d. On occasion, the ISM Department may receive Probation Form 7A, **Conditions of Probation and Supervised Release**, from the U.S. Probation Service. The form (all copies) will be forwarded to the appropriate unit for disposition. ISM retains **no** copy for the prisoner's J&C file.

e. If the inmate has an unpaid fine and has supervision to follow, the inmate must sign the **Agreement to Adhere to Installment Schedule Agreement for Unpaid Fines** prior to release. (See Section 602 of this Manual and the Program Statement, Inmate Financial Responsibility Program.)

f. If an inmate will be released with a fine that has not been paid in full, ISM staff will notify the U.S. Attorney in the sentencing district. This notification will be on the **Notice to U.S. Attorney of Release of Inmate With Criminal Fine Judgment (BP-384)**.

**1109. MULTI-PURPOSE CERTIFICATE (I-33)**

1. Check the:

- a. **"Certificate of Mandatory Release"** in Mandatory Release cases.
- b. **"Certificate of Special Parole"** in All Expiration, Regular Parole, and Regular Mandatory Release cases where Special Parole follows.

- c. **"Certificate of Mandatory Release to Special Parole"** in any case that is serving a Special Parole Term Violation and is subsequently Mandatorily released.
- d. **"Certificate of Court Designated Parole"** only when Parole is ordered by the Court, pursuant to 18 U.S.C. § 4205(f).

2. Inmate's Committed Name (See SENTRY).

3. Register Number

4. Facility Name

5. Check this box in all Mandatory Release cases, with the exception of Mandatory Release from a Special Parole Term Violation.

5a. This Block represents the total amount of Statutory Good Time and Extra Good Time earned during this period of confinement, and which entitles the person to release on the date described in 2. below.

5b. Date the inmate is actually released from the institution.

5c. This date is determined by simply subtracting 180 days from the Final Full Term Date. It is typically found on the computation sheet and is entitled "180 Day Date."

5d. The "days remaining to be served" section represents the total number of days between the actual Mandatory Release Date and the Full Term Date of the sentence.

6. Check "Special Parole" block in Mandatory Release cases that have a Special Parole Term to Follow; cases released via Expiration of Sentence with Special Parole to Follow; and, Parole releases with a Special Parole to Follow.

When release is via Mandatory Release from Special Parole Term Violator, check this block only.

6a. Date Special Parole Term Begins:

- a. On the 180-day date in Mandatory Release cases;
- b. Date of release in all Expiration cases;
- c. On the day after Full Term Date in all Parole cases;

- d. On Mandatory Release back to Special Parole, remainder of Special Parole begins on the day of release.

6b. The "days remaining to be served" here represents the number of days owed from, and including, the Special Parole Term beginning date and the established date that represents the end of Special Parole Term Supervision.

6c. This is the date when Special Parole Term Supervision ends. It is determined by adding the term of Special Parole to the beginning Special Parole Term Supervision date, and then dropping one day.

7. Complete this section only when the Court orders Parole consistent with 18 U.S.C. § 4205(f).

7a. This is the date the court ordered an effective parole release.

7b. Days remaining to serve will be calculated from the actual release date until the full term date.

8. Judicial District where supervision will occur.

9. Name of Chief U.S. Probation Officer. See appropriate directory.

10. Signature of Inmate (original required on each copy).

11. Register Number.

12. Case Manager's Signature (original required on each copy).

13. Self-Explanatory (Title of #12).

14. Date Actually Signed.

15. Initial Risk Category - Established by the U.S. Parole Commission. If person has had a prior U.S. Parole Commission hearing, this information should be on the Notice of Action. If not, contact the case manager or the U.S. Parole Commission. An experienced case manager will be able to calculate the risk category.

16. Self-Explanatory.

17. Self-Explanatory.

18. List Special Conditions on the reverse side of this form.

Special Conditions are generated by the United States Parole Commission and are contained in the Notice of Action.

1.                   (     ) Certificate of Mandatory Release  
                    (     ) Certificate of Mandatory Release to Special Parole  
                    (     ) Certificate of Special Parole  
                    (     ) Certificate of Court Designated Parole

It is certified that \_\_\_\_\_ 2. (NAME) \_\_\_\_\_, \_\_\_\_\_ 3. (REGISTER NO.)  
now confined in the \_\_\_\_\_ 4. (FACILITY) \_\_\_\_\_

- (     ) MANDATORY is entitled to \_\_\_\_\_ 5a. Statutory and/or Extra Good Time deductions from maximum term  
RELEASE sentence imposed as provided by law, and is hereby released from this institution under  
said sentence on \_\_\_\_\_ 5b \_\_\_\_\_, 19 \_\_\_\_\_. Said person was released by the undersigned  
according to Title 18 U.S.C. Section 4163. Upon release the above named person is to  
remain under the jurisdiction of the United States Parole Commission, as if on parole as  
provided in Title 18, U.S.C. Section 4164, as amended under the conditions set forth on the  
reverse side of this certificate, and is subject to such conditions until expiration of the  
maximum term, or terms of sentence, less 180 days on \_\_\_\_\_ 5c \_\_\_\_\_, 19 \_\_\_\_ with a total of  
\_\_\_\_\_ 5d \_\_\_\_\_ days remaining to be served.
- (     ) SPECIAL is subject to a special parole term commencing \_\_\_\_\_ 6a \_\_\_\_\_, 19\_\_ in accordance with  
PAROLE the Drug Abuse Prevention and Control Act, 21 U.S.C., 801, et. seq. with a total of \_\_\_\_\_  
days remaining to be served. Upon release the above-named person is to remain under  
jurisdiction of the United States Parole Commission and will be under the conditions set  
forth on the reverse side of this certificate until \_\_\_\_\_ 6b \_\_\_\_\_, 19\_\_.
- (     ) COURT has completed service of the period of time specified by the sentencing court and is  
DESIGNATED hereby released as if on parole from this institution under said sentence on \_\_\_\_\_  
PAROLE 19\_\_\_\_ with a total of \_\_\_\_\_ days remaining to be served until maximum expiration of  
sentence. Said person is released by the undersigned according to Title 18, U.S.C. Section  
4205 (f).

He/she is to remain within the limits of \_\_\_\_\_ 8. \_\_\_\_\_ (DISTRICT OF SUPERVISION)  
\_\_\_\_\_ 9. \_\_\_\_\_ (CHIEF U.S. PROBATION OFFICER) \_\_\_\_\_.

This certificate in no way lessens the obligations of the person being released to satisfy payment of any  
fine included in the sentence, nor will it prevent delivery of said person to authorities of any state  
otherwise entitled to custody.

I have read, or had read to me, the conditions of release printed on the reverse of this certificate and  
received a copy thereof, I fully understand them and know that if I violate any of them, I may be  
recommitted. I also understand that the law requires the Parole Commission to revoke my parole/mandatory  
release if I am found by the Commission to have possessed any illegal controlled substance. I also  
understand that special conditions may be added or modifications any condition may be made by the United  
States Parole Commission upon notice required by law.

10. (INMATE SIGNATURE) \_\_\_\_\_ 11. (REGISTER NO.) \_\_\_\_\_

Witnessed: 12. \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ 14. \_\_\_\_\_ (DATE) \_\_\_\_\_

13. \_\_\_\_\_ (TITLE) \_\_\_\_\_

Initial Risk Category: \_\_\_\_\_ 15 \_\_\_\_\_

16. \_\_\_\_\_ (CHIEF EXECUTIVE OFFICER) \_\_\_\_\_ 17. (INSTITUTION AND LOCATION) \_\_\_\_\_

EACH COPY MUST BE SIGNED INDIVIDUALLY IN INK.

PAROLE FORM I-33

**1110. NOTICE OF RELEASE AND ARRIVAL (PAROLE FORM I-13).**

1. Name of Inmate (SENTRY)
2. Register Number (SENTRY)
3. FBI Number (SENTRY Inmate Profile; or refer to FBI Rap Sheet)
4. Type of Release (Select: Parole, Mandatory Release, Expiration Good Time, etc.; Refer to Notice of Ensuing Release or Check with Case Manager and/or Inmate Systems Staff).
5. Previous Release on Sentence (Refer to Central File to determine if inmate is a Parole, Mandatory Release or Special Parole Term Violator).
6. Mailing address - reflect inmate's release address or address for forwarding mail (acquire from Case Manager). (If eventual release is from a Community Corrections Center, leave blank).
7. Name of facility inmate releasing from (Institution or Community Corrections Center).
8. Time inmate is releasing from facility (if eventual release is from a Community Corrections Center leave blank).
9. Date inmate is releasing from facility (refer to Notice of Ensuing Release or contact Inmate Systems Staff). If eventual release is from a Community Corrections Center, leave blank.
10. City and State of inmate's release destination (check with Case Manager).
11. Method of Transportation (Commercial Bus, airlines, private vehicle; check with Case Manager). (If eventual release is from a Community Corrections Center, leave blank).
12. Name of detaining authority, if applicable (Immigration and Naturalization, State detaining authority. Refer to Notice of Ensuing Release or Inmate Systems Staff).
13. If not released to a detainer, date inmate is expected to arrive at release destination (base on length of travel time. If eventual release is from a Community Corrections Center, leave blank).



14. Gratuity Information: This information applies only to direct institution releases. (If eventual release is from a Community Corrections Center, leave blank.)
- 14a. Address to which mailed - address for the purpose of mailing excess funds from inmate's personal account (check with Case Manager). Applies only to direct institution release.  
(Leave blank if eventual release is from a Community Corrections Center).
15. Note any Supervision Terms: Special Parole, Supervised release, etc., special aftercare conditions, specific reporting conditions or other pertinent information deemed necessary to the release of this inmate.
16. Chief United States Probation Officer of the District of Supervision. (Refer to Central File and check with Case Manager to locate district of supervision. For proper name refer to U.S. Probation Officer's Book under the appropriate district).
17. District of Supervision (Refer to #16 above).
18. Address of Chief United States Probation Officer (Refer to #16 above).

**Notice of Release and Arrival**

**&**

**SECTION ONE-To Be Completed by Institution Officials:**

Name 1 Reg. No. 2 FBI No. 3  
Type of Release 4 (Parole or M/R) Was there a previous release on this sentence? 5  
Mailing address of proposed residence 6

The above-named person was released from 7  
at 8 o'clock, on 9. Transportation was arranged to 10  
11  
(City and State) via Name of bus, train, airline, or by 11  
Name of detaining authority, if any 12  
(Agency and Location)  
If not released to detainer, estimated date of arrival at residence 13  
Gratuity: \$ 14 Other money in personal account: \$ 14 Total: \$ 14  
Amount given to releasee: \$ 14 Amount mailed: \$ 14  
Address to which mailed: 14a  
Special Instructions: 15  
Chief U.S. Probation Officer of district of residence 16  
District 17 Address 18

**&**

**SECTION TWO-To be Completed by Releasee and Taken or Mailed to Probation Officer Within three Days After Arrival in District of Residence**

I have this day arrived at (CITY AND STATE)  
Date released from detainer (if any) 19 My home address will be 20  
21  
(Signature of Probation Officer to whom assigned) (Date of releasee's arrival)

**&**

**INSTRUCTIONS**  
INSTITUTION: In parole or mandatory release cases, prepare 4 copies. Give original to releasee; mail a copy to the United States Probation Officer and a copy to the Parole Commission; retain a copy for your file.  
In expiration cases, prepare 2 copies: Mail original to United States Probation Officer for information only and retain a copy for your file.  
RELEASEE: Upon arrival, report immediately to the United States Probation Officer. If released to a detainer, keep this form until no longer in custody; then take or mail to the United States Probation Officer to whom you are assigned.

**1110.1. LATE RELEASE NOTICE FOR UNITED STATES PROBATION SERVICE  
(BP-S623.058, Feb 97).**

1. Name of Inmate (SENTRY)
2. Register Number (SENTRY)
3. Would have been release date (Proper Release Date). Self-explanatory.
4. Actual Release Date. Self-explanatory.
5. Over-Served Time (Days) Amount. The time from the would have been release date through the actual release date.
6. Over-Served Time Reason. Self-explanatory.

**Note:** Do not submit this report for "old law" cases or for "new law" cases that have no supervised release to follow.

BP-623.058 **LATE RELEASE NOTICE FOR UNITED STATES PROBATION  
SERVICE** is available on BOPDOCS.

**"Would have been release date"** refers to the date that would have occurred in the past based on a recalculation of sentence due to a court order or staff review. **"Over-served time"** refers to the days served in imprisonment between a would have been release date and the actual release date.

**1111. CERTIFICATE ENTITLING PRISONER TO GRATUITIES, ETC. (BP-379)**

This Form is to be used only when releasing inmates to detaining authorities (other than Immigration), with federal supervision to follow.

1. Name, Register Number and date of inmate release (See SENTRY and Notice of Ensuing Release).
2. Sentence (See Sentence Computation, or contact Inmate Systems).
3. Cross out, as appropriate. If release is other than indicated, cross out both, and type in appropriate release. See Inmate Systems with questions. Fill in the name of the institution from which the inmate is being released.
4. Fill in detaining jurisdiction, e.g., State of Florida; Cook County, Illinois; etc.
5. a. Fill in detaining jurisdiction if turned over on untried charges.  
b. Fill in detainer sentence length and name of institution if known.  
c. Fill in detainer offense.
6. Fill in date federal supervision expires.
7. Fill in the amount of money the inmate will take with him/her on release date.
8. a. The amount of cash gratuity authorized for the inmate when he is released from custody of the detaining authority.  
b. Fill in federal supervision release destination.

SECTION {2}      Completed by inmate as indicated in the form instructions.

SECTION {3}      To be completed by final release authority.

PS 5800.13

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BP-S379.058 **CERTIFICATE ENTITLING PRISONER TO GRATUITIES, ETC.** is  
available on BODOCS.

**1112. RELEASE AND GRATUITY INFORMATION (BP-189)**

1. Name of Institution.
  2. Current Date.
  3. Register Number (SENTRY)
  4. Inmate's Name (SENTRY)
  5. Date Releasing from institution (Resource: Notice of Ensuing Releases, Inmate Systems Staff, SENTRY Inmate Profile .
  6. Method of Release - Mandatory Release, Parole, Expiration Good Time, Good Conduct Time Release, release to CCC.  
(Resources: Notice of Ensuing release or Inmate systems Staff)
  7. Inmate Unit Assignment. (Resource: SENTRY Inmate History)
  8. Inmate Job Assignment. (Resource: SENTRY Inmate History)
  9. If a detainer is on file, cite the detaining authority.  
(Resource: Notice of Ensuing Release or Inmate systems Staff)
  10. Request information regarding inmate's account from Financial Management.
- Note:** This is a very important Section as it assists in determining what, if any, gratuity will be granted. (Resource: Financial Management).
11. Current Date. (May be a different date than # 2 above.)
  12. Type in amount of gratuity to be given the inmate.  
(Resource: Case manager, who should provide amount subject to final approval by either Case Management Coordinator or Cost Center manager).
  13. Complete only if inmate is releasing to detaining authorities. This should trigger preparation of BP-379.  
(Resource: Case Manager).
  14. Address to which excess funds in inmate's personal account may be mailed. (Resource: Case Manager)

15. City and State to which inmate is releasing. (Resource: Case Manager)
16. Check appropriate method of transportation. If Government expense, note amount of travel fare and amount of taxi fare needed.
17. Signature of case manager.
18. Signature of approving authority, usually the Case Management Coordinator or Cost Center Manager.

**Note:** The unit team completes 1 through 9 and forward the form to the financial management office. The financial management staff will complete section 10 and return the form to the unit team for further completion and approval.



**RELEASE AND GRATUITY INFORMATION**

TO: COMMISSARY		Institution: (1)	
FROM: Case Manager		Date: (2)	
Please enter personal account information and return to Release Clerk/Unit Secretary:			
Register No. : (3)	Name : (4)	Funds in Personal Account: \$	(10)
Release Date : (5)	Method : (6)		
Unit : (7)	Work Detail : (8)	Anticipated Earnings Prior to Release	
Detainer : (9)			
		Anticipated Spending	
		Prior to Release	
		U.S. Savings Bonds	
		Received last 6 months	
		Spent last 6 months	
		Excess Funds to be	
		Disposed	
		Commissary Clerk:	
		/s/	

**CASE MANAGER WILL COMPLETE THE FOLLOWING**

To: COMMISSARY	Date: (11)
From: Case Manager	
1. You are authorized to pay cash gratuity in the amount of: \$ (12)	
2. If detainer is removed, subject will be given : (13)	
3. Dispose of excess funds as follows:	
a. Obtain check for delivery to inmate upon release in amount of: :	
b. Mail check in the amount of: :	
To: (14) :	
4. Release Destination (15)	
(16) 5. Transportation: Government Expense _____ Private _____	
/s/ (17) _____	Approved by: (18) CMC Coordinator's Name _____
Case Manager	

**1113.        RELEASE OF IMMIGRATION DETAINEE WITH SUPERVISION TO FOLLOW (BP-325)**

1. Name of Institution.
2. Current Date.
3. Inmate's Name. (Resource: SENTRY)
4. Inmate's Register Number (Resource: SENTRY)
5. Immigration and Naturalization (INS) Number. (Resource: Detainer information in Central File; PSI; SENTRY; Inmate Systems).
6. FBI Number (Resources: SENTRY; PSI; Inmate Systems Staff)
7. Self-Explanatory
8. U.S. Parole Commission Office in your Region with Address.
  - A. Name of Analyst in U.S. Parole Commission (Resource: Case Manager)
  - B. Analyst's Phone Number. (Resource: Case Manager)
9. U.S. Probation Office of the District of Conviction (Resource: Central File; PSI; Case Manager) Procure address from U.S. Probation Officer Address Book.
  - A. Name of Chief U.S. Probation Officer in District of Conviction. (Resource: U.S. Probation Officer Book)
  - B. Phone Number found in Resource as listed above.
10. Check either (a) or (b) and indicate date of release from federal sentence. If Good Conduct Release (CCCA Sentence), cross out "Mandatory Release Date", and statement relating to certificate attachment, and type in Good Conduct Release. (Resource: Notice of Ensuing Release or Inmate Systems Staff)
11. If there is a Special Parole Term, note how many years. (Resource: Active Sentence Computation Record in SENTRY or Inmate Systems Staff)
12. Note length of Probation. (Resource: Active Sentence Computation Record in SENTRY or Inmate Systems Staff) If Good Conduct Release with Supervised Release Term to Follow, cross out term "probation" in #19 and #20, and replace with "Supervised Release" and number of years imposed. (Resource: Active Sentence Computation Record in SENTRY or Inmate Systems Staff).

13. Date Supervision will end. (Resource: Active Sentence Computation record, Notice of Ensuing Release, or Inmate Systems Staff) If release is via Good Conduct Release, leave blank.
14. Date INS to assume custody. (Resource: Inmate Systems Staff)

**Release of Immigration Detainee  
with Supervision to Follow (BP-325)**

SECTION A. (See instructions on reverse of first page.)			
1. Institution and Address/CPM Office	:	2. Date	:
3. Inmate's Last Name, First, Middle	:	4. Register No.	:
5. INS Number	:	6. FBI Number	:
7. Case Manager's/CPM's Name Commission	:	8. U.S. Parole Regional Office	:
7a. Case Manager's/CPM's Signature	:		:
7b. Case Manager's/CPM's Phone(FTS)	:		:
	:	8a.ATTN:	:
	:	8b.Phone: FTS	:
9. U.S. Probation Office (District of Conviction & Address)	:	9a. ATTN:(14)	:
	:	9b. Phone:(FTS) (15)	:
10. Type of Release (check one) ___ Parole Date _____	:	___ Mandatory Release OR Date _____	:
(Attach a copy of Notice of Mandatory _____ Action and Parole Certificate.)	:	(Attach copy of Release Certificate.)	:
11. Is there a Special Parole Term to follow Incarceration?	:		:
___No; ___Yes.	:		:
If yes, Length of SPT:	:		:
12. Is there a period of Probation to follow Incarceration?	:		:
___No; ___Yes.	:		:
If yes, Length of Probation:	:		:
13. Full Term Expiration Date:	:		:
14. Date of Release to INS Custody:	:		:
SECTION B (This section to be completed by INS)			
15. ___ Subject was released from INS Custody on Bond/Recognizance on date of _____.	:		:
15a. Detainee's U.S. ADDRESS:	:		:
16. ___ Subject was removed from the United States on Date of:	:		:
17. ___ Other (Specify, i.e., died, etc.)	:		:
18. Signature and Title of INS Officer	:	Office Location	:
	:		:
	:		:
	:		:

**INMATE SYSTEMS MANAGEMENT FORMS**

<u>Form No.</u>	<u>Title</u>
BP-E or S 171	Record of Oral Info Release
174	Inmate Judgment and Commitment File
175	In-Transit Information
189	Release and Gratuity Information
235	Notice of Untried Indictment Information or Complaint
236	Inmates Notice of Place of Imprisonment Information
237	Clearing Detainers
238	Certification of Inmate Status
239	Offer to Deliver Temporary Custody
282	Pouch Mail Address Card
283	Transfer Receipt
284	Transfer Notice
325	Release of Immigration Detainee with Supervision
327	Returned Correspondence
328	Stamps, Negotiable Instrument, or other Items Returned to Sender
329	Request-Authorization to Mail Inmate Package
330	Change of Address Card
331	Authorization to Receive Package
333	Sentence Computation Record
377	Prisoner Remand or Order to Deliver
379	Certificate Entitling Prisoner to Gratuity
380	Good Time Record
382	Commitment Summary
383	Inmate Personal Property Record
384	Notice to U.S. Attorney of Release of Inmate with Fine
385	Authorized Unescorted Commitment & Transfer
386	Remand of Federal Prisoner
387	Central File Charge-out Card
388	Response to Records Request
389	Statutory Good Time Action Notice
390	Extra Good Time Recommendation
392	Release Authorization
393	Notice of Escaped Federal Prisoner
394	Detainer Action Letter
395	Notice to U.S. Attorney of Committed Fine
396	Certificate of Record
397	Notice to Commissary Supervisor of Committed Fine
398	Disposition of General Correspondence

BP-E or S 399 Transfer Order  
401 Committed Fine and/or Cost Application, Oath, and  
Order  
402 Disposition of Contraband  
404 Large Sentry Labels (4 X 1 and 15/16)  
405 Sentry Paper (9 ½ X 11) for Large Printers  
407 Acknowledgment of Inmate  
408 Acknowledgment of Inmate  
449 Prosecutor's Certification  
450 Interstate Agreement for Detainers  
515 Abandoned Inmate Property  
558 Untimely Release Notification  
559 Sentence Computation Checklist  
564 IAD Form VI - Evidence of Agent's Authority  
565 IAD - Prosecutor's Certificate  
566 IAD Form VII - Prosecutor's Acceptance of  
Temporary Custody  
567 IAD - Acknowledgment  
568 IAD Form V - Request for Temporary Custody  
613 Determination of Violent/Non-Violent Status,  
VCCLEA  
676 Inmate Remand File

BP-S558.058    **UNTIMELY RELEASE NOTIFICATION** is available on  
BOPDOCS.

BP-S559.058 **SENTENCE COMPUTATION CHECKLIST** is available on  
BOPDOCS.



# INMATE JUDGMENT & COMMITMENT FILE ORGANIZATION

***\*\*All documents to be filed in chronological order\*\****

## LEFT SIDE

Secret Service Card

**SENTRY - Sentence Monitoring Computation Data**  
- Sentence Monitoring Independent Sentence  
Computation (*for manual dates*)

**Parole/MR/SPT Violator Warrants**

**Determination of: Violent/Non-Violent Status, VCCLEA**  
(BP-S613)

**Title 18 U.S.C. § 3621(e):**

Attachment C - (Change in DAP Status Memo)

Attachment K - (Final Review of Inmate's Provisional  
Early Release)

Central Office Written Approval

Notification of CCC Placement Date (BP-S628)

Attachment H - (Notification of Provisional  
Determination for 18 U.S.C. § 3621(e)  
Sentence Reduction)

**Title 18 U.S.C. § 4046(c):**

Attachment E - (Change in ICC Sentence Reduction  
Status)

Attachment F - (Notice to Inmate the Previously  
Scheduled Release is Being Delayed)

Attachment D - (Provisional Notification of ICC  
Sentence Reduction)

**J&C's and Modifications** (*Certified*)

**Court Orders** (*Certified*)

**USM Individual Custody and Detention Report**  
(USM-129)

**Correspondence/Documents:** *relating to Sentence, Jail  
Credit, and Register Number (to include D.C. Face Sheets,  
D.C. Violator Warrant Applications, and D.C. Release or  
Detention Orders)*

**Fines:** (BP-S384, BP-S401, OBD-500, BP-S395, BP-S397),  
*Installment Agreements, & documents/correspondence  
relating to fines being paid*

**Presentence Investigation Report** (PSI)

**Detainers/IAD Paperwork**

**Prisoner Remand - MCC Modified** (BP-S377)

**Commitment Summary** (BP-S382)

## RIGHT SIDE

**SENTRY Sentence Monitoring Good Time Data**

**Inmate Discipline Data Chronological Disciplinary Record**

**Specialized Daily Log Verification Notification Form**  
(GED UNSAT)

**Good Time Record** (BP-S380) or (PSIE)

**Parole Commission Notice of Action** (NOA)

**Release Authorization** (BP-S392)

**Notice of Escaped Federal Prisoner** (BP-S393)

**Good Conduct Time Action Notice** (BP-S448)

**Statutory Good Time Action Notice** (BP-S389)

**Extra Good Time Recommendation** (BP-S390), (FPI-96),  
*or SENTRY Work History*

**D.C. Education Good Time** (DCEGT)

**Executed Transfer Order** (BP-S399)

**SENTRY Security/Designation Data Sheets**

**Writs of Habeas Corpus** (*Certified & verified*)

**Unescorted Transfer and Commitment Card** (BP-S385)

**FBI Fingerprint Cards** (FBI-249); *one full set & latest  
transfer card*

**ID Photo** (*additional photos may be stored on the right side  
of the file under all documents*)